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RULES AND REGULATIONS

OF THE

GENERAL PENITENTIARY

JULY, 1825.

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General Penitentiary.

MILBANE.

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- III.—Officers assigned to the discipline of the prison
- IV.—Officers assigned to the instruction of the prisoners
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- VI.—Officers assigned to the management of the prison funds

JULY, 1843.

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OF THE

General Penitentiary,

MILLBANK.

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JULY, 1825.

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JULY 1832
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PRINTED BY THE PHILANTHROPIC SOCIETY,

12, GRAFTON STREET,

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15. Hours at which strangers are expected to leave the prison, and persons residing within the walls to return within the gates—strangers to visit Warders, when and where	98
16. Fees forbidden	ib.
 Rations for the inferior officers and servants	 99
 Memorandum, as to qualifications of officers	 ib.

I.—THE COMMITTEE:

With their SECRETARY and ACCOUNTANT.

Their Power and Proceedings.

1. **THE COMMITTEE** appointed by His Majesty ^{Meetings.} in Council for superintending the management of this Prison, shall meet regularly once in every month, on a day to be named and notified by the Secretary to all the members of the Committee; but intermediate Meetings may be held in the intervals between their regular times of meeting, either by adjournment from the preceding meeting, or on a summons issued by the Secretary (giving not less than two days' notice thereof, and stating the objects of the same,) by order in writing of any two of the Members of the Committee, or of the Member who shall be Visitor for the time being, as herein-after mentioned.

2. They shall at each Meeting elect a Chairman from ^{Election of} among the Members present (not being less than Three ^{Chairman, &c.} in number;) and all Questions in Committee shall be decided by the major part of such Members.

3. They shall make Bye Laws, Rules and Regulations ^{Bye Laws and} for the assembling of the Committee, and for the good ^{Regulations.} government of the Prison, and alter the same from time to time as they shall see occasion, submitting to the Justices of the Court of King's Bench, such of them as shall require their sanction. They shall report to the King in ^{To be report-} Council, and to both Houses of Parliament, all Bye Laws, ^{ed to King in} Council, and to

both Houses of
Parliament.

Rules and Regulations, made under the authority of the 56 Geo. III. cap. 63, s. 4, and all such alterations therein, or additions thereto, as shall have received the sanction of the Judges, as directed by that Act, within Six weeks after the commencement of the next Session of Parliament after the same shall have been sanctioned.

Employment of
prisoners.

4. They shall direct what manufactures shall be carried on in the prison, or in what manner the prisoners shall be employed.

Inspection of
the prison and
prisoners.

5. They shall examine and inquire into the state, order and management of the prison, and into the behaviour of the officers thereof, and of the prisoners confined therein: and shall occasionally see all the prisoners, as well those in the Infirmarys, as those confined in the other parts of the prison.

Examination
of Officers'
Journals.

6. They shall examine the Journals of the Governor, Chaplain, Surgeon and Matron; and shall make such inquiries, and give such orders and directions on the matters contained therein, or specially reported to them by any of the officers above mentioned, as shall appear to them to be necessary or proper.

Examination of
Accounts.

7. They shall inspect the Accounts of the Master Manufacturer and Steward, and shall require the same to be verified upon oath, if they shall see occasion; and in case it shall appear, that any charges in such Accounts are fraudulent or improper, they shall institute such proceedings thereupon, as are directed by 56 Geo. III. c. 63, s. 12.

Settlement of
Contracts.

8. They shall determine on any Contracts or Agreements which they may deem requisite to be entered into; or take into their consideration such as may be laid before them for their approbation, from time to time, by the Governor, for the clothing, diet, and other necessaries for the supply of the prison, for implements and materials of any kind of manufacture, or for the employment and labour of the prisoners; and shall authorize him to conclude

such of the said Contracts and Agreements as appear to them to be expedient. Tenders for Contracts shall always be delivered in to the Secretary, sealed; and shall only be opened in presence of one or more Members of the Committee, whose name or names shall be signed on the same.

9. They shall order payment of all bills and other demands, giving checks for the same, which shall be signed by the Chairman and two other Members of the Committee.

Payment of
Bills, &c.

10. They shall appoint one or more of their Members to be the Visitor or Visitors of the prison, during the intervals between the Meetings of the Committee, who shall visit the prison, from time to time, and shall have power to make any occasional order, or give any directions, in cases of pressing emergency, within the prison, which might be made or given by the Committee, if they were sitting; but every such order or direction shall be in writing, and shall be entered in a book, to be called, "The Visitor's Order Book," and shall be reported to the Committee at their next Sitting; and any Member of the Committee, not being a Visitor, may at his pleasure, inspect any part of the prison, and make such inquiries of the several Officers and Servants of the Establishment as he may think proper; and shall report such matters as may appear to him to require particular attention, to the Visitor or to the Committee at his discretion.

Visitor or
Visitors.

Orders to be
entered in "Vi-
sitor's Order
Book."

11. They shall appoint and remove, at their discretion, all Officers and Servants of the prison, but shall not remove any officer except at a Meeting specially summoned upon five days' notice, for the purpose of taking the question of such removal into consideration. Any officer may, in case of emergency, be suspended at any meeting of the Committee, or by the Visitor, who shall in that case be competent to make such arrangements as may appear to them or him to be necessary, for the temporary performance of the duties of the officers so suspended.

Appointment
Removal or
Suspension of
Officers and
Servants.

Special Report
to the Court
of King's
Bench.

12. They shall in matters of extreme or pressing necessity, make a Special Report thereof to the Justices of His Majesty's Court of King's Bench.

Special Meeting for
Report to the
King in
Council, and to
both Houses of
Parliament.

13. They shall hold a Special Meeting of the Committee on the Friday in the second week of each Session of Parliament, for the purpose of preparing a Report to the King in Council, and to both Houses of Parliament, of all matters concerning the buildings, officers, earnings and expenses of the prison, as required by 56 Geo. III. c. 63, s. 39.

General
Duties of the
Secretary.

14. The Secretary shall attend all meetings of the Committee, as well as those of any Sub-Committees; make minutes of their proceedings, which he shall enter in the Minute Book, keeping a regular Index thereto in a separate book; take charge of all books and papers; issue all letters of summons; carry on any correspondence connected with the business of the prison, under the directions of the Committee, and reduce to writing all contracts approved by the Committee; prepare annual or other Estimates or Statements which may be ordered; and assist generally in all matters falling within the province of a Secretary, in which the Committee may require his services. He shall insert in the "Minute Book of Instructions to the Governor," a copy of every resolution of the Committee in which he is personally concerned, or which relates to the discipline and good order of the prison, or to the duties of its officers or servants (the Chaplain excepted,) and shall deliver the same to the Governor immediately after the meeting of the Committee at which such resolutions shall be determined; and the Governor shall communicate the same in writing to all parties concerned, and see that they are copied by them respectively into their Minute Books. The resolutions or proceedings of the Committee which relate to the Chaplain, or to his duties, shall be communicated by the Secretary to the Chaplain himself, being entered by the Secretary in a book kept for that purpose, called "The Chaplain's Minute Book."

15. In respect to his duties as Accountant, he shall His Duties as
Accountant. examine the tradesmen's accounts of the departments of the Master Manufacturer and the Steward, the former having been previously examined and certified to him by the Master Manufacturer, and the latter by the Governor, entering them in a regular and methodical manner, in a set of books to be kept by him for the information and inspection of the Committee; and a general Abstract of the whole of the expenses shall be prepared by him annually, as soon as practicable after the 31st of December in each year. He shall pay the cheques granted by the Committee from time to time to the different tradesmen, and to the officers for salaries and per centages, taking proper receipts for the same, and entering such payments in the "Cash Book," and he shall produce the Vouchers of the payment of all such bills, and other demands upon the Penitentiary, on the day appointed for the next meeting of the Committee after that at which the cheques for the payments were respectively signed; and any Member of the Committee who may be then present (although there may not be a sufficient number of Members present to form a Committee,) shall examine the same, and compare them with the entries in the Cash Book, inserting his initials in a proper column of the said Cash Book, opposite the sums agreeing with the receipt or voucher produced. Cheques for the payment of all tradesmen's bills under £10, and for payment of salaries and per centages to officers, shall be granted in the name of the Secretary, who shall pay therefrom the different amounts due to the respective parties, producing the Cash Book with the vouchers of such payments on the day appointed for the next meeting of the Committee after that at which such cheques had been granted, for the purpose of having the same examined and marked as above directed.

16. He shall consider it as part of his duty to represent To report
irregularity. to the Committee any irregularity, or other matter requiring their attention, which may have come to his knowledge.

Secretary's
office hours.

17. The office of Secretary or Accountant shall be open every day, (all Sundays, Christmas-day, Good Friday, and Ascension-day, and any day that may be appointed for a general fast or thanksgiving, excepted,) from eleven o'clock till five.

II.—OFFICERS

EMPLOYED IN THE GENERAL MANAGEMENT OF THE
PRISON.

MALE OFFICERS.

1.—THE GOVERNOR.

General super-
intendence.

1. THE Governor shall be resident in the prison, and shall exercise a general superintendence over it, assisting by his influence and authority, the exertions of the Chaplain, and directing the other officers in the execution of the several duties marked out for them, by the Rules and Regulations of the prison ; for their strict observance of which, he is to hold himself responsible. He shall also see to the due execution of all such orders and directions of the Committee, as shall be entered by the Secretary from time to time in the " Governor's Minute Book," and all such orders and directions as he shall receive in writing from the Visitor of the prison for the time being ; all which latter orders and directions he shall preserve, by pasting them in a guard book, to be called the " Visitor's Order Book." The Visitor will report the circumstances occasioning the order (when they do not appear in the order itself) in his own book, or verbally, at his discretion ; but the Order Book must be laid by the Governor before the Committee, for their consideration, at every Meeting ; and the Governor is to take notice that the sanction of the Visitor cannot be given to any matter which the Rules do not authorize, in any other manner than by an order in writing regularly entered in the Order Book.

Orders of
Committee to
be entered in
" Governor's
Minute Book."

Visitor's orders
to be entered
in " Visitor's
Order Book."

2. He shall see that the Matron, Surgeon, Master Manufacturer, and Steward, are furnished with separate Minute Books, in which he shall regularly enter such Minutes of the Committee as relate to them respectively, and such other orders and directions as he may have occasion to communicate to them from time to time.

Minutes of Committee regarding Matron, Surgeon, Master Manufacturer and Steward, to be entered in their respective Minute Books.

3. He shall carefully read over the daily Reports hereinafter directed to be made to him, as soon as they shall be delivered to him, and shall give his immediate attention to such matters contained therein, as may appear to call for any interference or notice on his part; issuing his orders thereupon in matters relating to the police or management of the prison, in writing, to the Matron or respective Taskmasters; and in case it shall appear that any damage or deficiency has occurred in the prison, for which any Officer or prisoner is liable by these Rules to be charged, he shall direct what sums shall be paid by such Officer, or shall be entered against the per centage of such prisoner, taking care in the latter case, that the prisoner shall be furnished with a notice in writing of the sum to be so entered, and the grounds of such entry, that the prisoner may have an opportunity of appealing against the same to the Committee or Visitor, if he or she shall be dissatisfied therewith; and in case of such appeal, he shall direct that such sum be entered in the proper book against the prisoner's per centage, as shall be ordered by the Committee or Visitor, together with a memorandum of its having been so placed upon appeal. He shall enter all such orders or directions (except orders for the admission of workmen, or persons bringing coals into the prison, or for prisoners to see their friends) as he shall have occasion to give to the Matron, in the "Matron's Order Book," and those to the Taskmaster, in the "Taskmasters' General Order Book," from which they shall be copied by the several Taskmasters for whom they were intended, into their respective "Order Books;" but on particular occasions on which the Governor may find it necessary or convenient to give orders, while he is going

Daily Reports

Damages.

To be charged to Officers or Prisoners.

Orders to Matron and Taskmasters.

Orders for
admission of
workmen.

For Prisoners
to see Friends.

For Leave of
Absence to
Officers.

All Orders to
be in Writing.

Treatment of
Prisoners.

round one of the pentagons, he shall enter them himself in the "Taskmaster's Order Book," inserting them afterwards in the "Taskmasters' General Order Book," that the regular record of such orders may be preserved. Orders for the admission of workmen shall be in writing, and directed to the Matron or the Taskmaster of the pentagon to which they relate, and they shall be returned to the Governor at the end of every quarter, to assist him in the examination of bills for repairs and alterations, all which bills shall be inspected and signed by him, previous to their being given in to the Secretary. Orders for the admission into any pentagon of persons bringing coals, shall also be in writing, and directed to the Matron or Taskmaster of the Pentagon; and those for prisoners to see their friends, shall be on printed forms, and shall be signed by the Chaplain and Governor. Orders allowing leave of absence to officers, shall be on printed forms, and signed by the Governor; and if any other officer is to execute any duty belonging to the officer permitted to be absent, it must appear in the order by whom such duty is to be performed. If such duty is to be performed in any pentagon, the orders must also be entered in the "Taskmasters' General Order Book." All orders given by the Governor to any officer of the prison for the regulation of their conduct, or which in any way effect the police or management of the prison, shall be in writing.

4. He shall see that the officers set over the prisoners, neither allow them indulgences which are not warranted by the Rules, nor treat them with insult or unnecessary harshness; and if he shall find a prisoner inclined to disobey or resist his authority, he shall call in some of the patroles to enforce the execution of his orders, rather than make use of the officers attached to the Pentagon for that purpose, it being highly important that such officers should not be engaged in personal conflict with those who are to continue under their care. If a prisoner shall at any time be struck by an officer, the Governor shall enter such occurrence in his Journal, with all the circumstances

connected therewith ; and he shall not on any account lift his own hand against a prisoner, unless actually compelled so to do in self-defence.

5. He shall have the power of suspending any of the inferior officers or servants in case of misbehaviour ; reporting such suspension, with the cause thereof, to the Visitor for the time being, without delay, and to the Committee at their next Meeting ; and every officer and servant, when suspended, shall immediately give up his or her keys, and quit the prison, and shall not return therein, unless by order of the Visitor or Committee. In case any officer or servant of the prison shall, on a sudden, be taken seriously ill, the Governor shall give notice thereof to the friends of such officer or servant, and he shall make arrangements without delay for the performance by some other person of the duties of any such male inferior officer or servant, who may have become incapable from sickness of attending to his duty, and for the removal of such officer or servant from the Penitentiary, referring to the Visitor for directions in the first instance, if possible, and reporting his proceedings to the Visitor without delay, if the exigency of the case will not allow of such previous reference.

Suspension
of inferior
officers, and
proceedings
in case of
officers taken
ill.

6. He shall have the same powers over the prisoners committed to his custody, as are incident to a sheriff or gaoler ; and in case of any abuse of such custody, or other misbehaviour or negligence in the discharge of his office, he shall be liable to the same punishment as a gaoler is now subject to by law.

Powers of the
Governor.

7. He shall see every prisoner when examined by the Surgeon, on his or her first entrance into the prison, together with the Chaplain, (and if the prisoner be a female, with the Matron,) and shall give directions in what part of the prison such prisoner shall be placed. If any prisoner shall be received without the certificate, which the Keeper of the prison, from which he or she shall be sent, is

Reception of
prisoners, and
entry of their
character.

directed to deliver with him or her, by the 15th s. of the 56 Geo. III. cap. 63, containing "his or her age, and an account of his or her behaviour in prison before and after trial, and the Gaoler's observations on his or her temper and disposition, and such information concerning his or her connections and former course of life as may have come to the knowledge of such Gaoler," the Governor shall apply to such Keeper for information upon those subjects; and he shall enter the particulars of any information obtained from such Keeper in the proper books, and communicate them to the Chaplain; or in the event of his not being able to procure a satisfactory answer to such applications, shall report that circumstance without delay to the Committee.

Register
Book.

8. He shall enter into a book, to be called "The Prison Register," the name of every prisoner, and the several other particulars enumerated in the heading thereof.

Character
Book.

9. He shall enter the name of every male prisoner, the offence of which he shall have been guilty, the Court before which he was convicted, and the sentence of the Court, together with any particulars which may have come to his knowledge, respecting the prisoner's former habits and course of life, connexions, and behaviour in prison, before and after trial, in a separate book, to be called "The Character Book," leaving a blank page or pages after such entry, for other entries respecting the behaviour of the prisoner, or any other matter worthy of notice, which may relate to such prisoner, during his confinement in the Penitentiary.

Journal.

10. He shall also keep a Journal, in which he shall insert all occurrences of importance within the prison; which Journal shall be laid before the Committee at every Meeting.

List of persons

11. He shall keep a List of all persons (not being prisoners) residing within the prison, for the information of

the Committee; distinguishing those who are not officers, (not being prisoners) residing within the prison. and particularizing the capacity or circumstances under which they reside, and the families to which they respectively belong. Copies of this List shall be pasted on boards, and hung up in the first and second Lodges, as instructions to the Porters in the discharge of their duties. No persons shall be placed on such List without an order in writing from the Committee, or from the Visitor; and any persons who, not being on such List, may happen to sleep in the house of any superior officer, shall be regularly reported by such officer the next morning to the Governor, who shall enter the occurrence in his Journal.

12. He shall make Returns from the Books above-mentioned, of the several particulars which are required by the 56 Geo. III. c. 63, s. 38, to be returned to His Majesty's Court of King's Bench.

13. He shall attend Chapel at all times with the prisoners, unless prevented by some cause which he shall enter in his Journal; he shall also notice in his Journal the absence of every male officer and servant resident in the prison, and express whether with or without his permission.

14. He shall occasionally visit every part of the prison, (the Pentagons in which the females are confined in the company of the Matron, or one of the Taskmistresses or Assistant Taskmistresses;) but his attention shall be particularly directed to the part occupied by male prisoners. He shall frequently inspect their cells, their bedding, and food; and shall have such communication with them as may afford to every prisoner opportunities of making any complaint or application which he or she may wish to prefer.

15. He shall be ready at all times to examine into any complaint which may reach him, on the part of a prisoner, and shall proceed immediately to take such steps there-

Redressing complaints of prisoners.

upon as may appear to him to be necessary to redress the same ; referring for instructions in cases of importance or emergency, to the Visitor of the prison for the time being.

Complaints
against pri-
soners.

16. He shall inquire, without delay, into any complaint against a prisoner, touching the several offences hereinafter specified under the Title “ PRISONERS ;” and shall thereupon exercise such powers respecting the same as are therein described.

Punishment of
extraordinary
offences of
prisoners.

17. In case any prisoner shall be guilty of any offence which the Governor is not authorized to punish under the regulation above referred to, or for which the punishment therein authorized shall be deemed by him not to be sufficient, by reason of the enormity of the offence, or the repetition thereof, he shall confine such offender in a dark or other cell, until the next Meeting of the Committee ; reporting such confinement to the Visitor, without delay, in order that he may, if he think fit, direct the Committee to be specially summoned, for the purpose of taking such offence into consideration.

Entry of report
against prison-
ers in the
“ Prisoners’
Misconduct
Book.”

Entry of pu-
nishment in
Journal.

18. He shall register every report made by the Taskmasters of the misconduct of prisoners, and the several proceedings had thereupon, in a book called the “ Prisoners’ Misconduct Book.” In every case in which he shall have occasion to inflict any punishment on a prisoner, he shall enter the same, with a full account of the offence for which it was inflicted, in his Journal ; and shall also make a full entry thereof in the “ Character Book ;” and whenever he shall confine any offender, or shall punish him or her by changing his or her diet, for more than twenty-four hours, under the foregoing rules, he shall give notice thereof to the Surgeon in order that he may see such prisoner as hereinafter directed. He shall also give immediate notice to the Chaplain of any prisoner who may be under punishment, or in confinement, on account of misconduct in the prison ; sending with such notice, for the Chaplain’s perusal, the book in which he shall have

Notice thereof
to Chaplain.

entered a short memorandum or summary of the prisoner's offence, which book shall be returned to him by the Chaplain.

19. Whenever the Governor shall deem it necessary to put handcuffs or fetters upon any prisoner, he shall immediately enter the circumstances of the case in his Journal, and shall give notice, within twenty-four hours after such fettering, to the Visitor for the time being, unless the Committee shall be appointed to meet within that time.

Handcuffs or
Fetters.

20. He shall cause to be hung up in the Lodge, and in the Entrance to the Prison, copies of Provisions contained in the 59th Geo. III. c. 136, s. 13, for punishing the offences of supplying any prisoner confined in the prison, with any food, drink, clothing or money, contrary to the intent of that Act, as well as copies of the 44th section of the Act of 56th Geo. III. c. 63, for punishing persons rescuing or attempting to rescue any such prisoners residing within the walls, or supplying any arms, tools, or instruments of disguise to facilitate the escape of any such prisoner.

Copies of clauses
to be hung up
in Porter's
Lodge.

21. He shall report to the Visitor without delay, and to the Committee at their next Meeting, any breach of the above provisions which shall come to his knowledge, suspending any officer or servant who shall have been concerned therein; and in case it shall appear to him to be expedient to proceed without delay, against any persons whom he shall have ground to charge with any offence which is made a felony by the Act above mentioned, he shall take such persons before a Magistrate, in order that they may be committed to take their trial for the same.

Proceedings on
breach thereof.

22. He shall report to the Visitor and to the Committee, the refusal or neglect to leave the prison of any officer or servant who may have been dismissed from his or her employment, or of any other person ordered by the Com-

Refusal of per-
sons to leave
the Prison.

mittee, or by the Visitor for the time being, to quit the same.

Escape of a
Prisoner.

23. He shall report to the Visitor and Committee the escape of any prisoner; and he shall use his utmost endeavours to re-take the offender, and to discover all persons who may have been aiding and assisting in such escape.

Mental de-
rangement of
prisoners.

24. He shall give information to the Visitor and to the Committee, whenever any prisoner shall show symptoms of mental derangement, in order that after due examination, a report may be made thereupon to His Majesty's Secretary of State, with a view to the removal of such prisoner.

Death of pri-
soners.

25. He shall give immediate notice of the death of any prisoner during the term of his or her confinement, to the Visitor, and also to the Coroner for the City and Liberties of Westminster, in order that an inquest may be held on the body of such prisoner; and he shall take the necessary measures, in concurrence with the Chaplain, for the decent interment of the dead body, in the burial ground belonging to the prison, unless the prisoner's friends shall be desirous of burying it elsewhere, in which case the body shall be delivered to them between the hours of eight and ten in the forenoon.

Settlement of
prisoners'
accounts on
discharge.

26. He shall see the account of every prisoner properly settled on his or her discharge, attesting the payment of the Balance due, by an entry signed with his name in the book called the "Prisoners' General Account Book," kept by the Steward. He shall also sign and deliver to such discharged prisoner, a memorandum of the sum then paid, particularizing how much thereof arises from any gratuity ordered by the Committee.

To attend par-
ticularly to the
Male Infirma-
ries, &c.

27. He shall constantly attend to the state of the two Male Infirmarys, and the conduct of the two Warders employed therein. He shall regulate the intercourse

between those Infirmaries and the other parts of the prison, in such a manner as to prevent the Warders from having frequent occasions to be absent from them ; and shall make such arrangements for the management of the Infirmaries as may render the safe custody of the sick prisoners, and a due attention to discipline, consistent with the medical treatment prescribed for their complaints. He shall write his orders for the Infirmary Warders in their respective order books, and shall inspect their report books from time to time. The order books and report books shall be kept in the Infirmaries to which they respectively belong, and if carried to the Governor's office on any special occasion by the Warder, they shall be brought back by him to the Infirmary on his return to it. The Governor shall afford facility and support to the medical officers on all occasions ; shall consult them on complaints respecting the quality of the provisions furnished for the prisoners, and shall attend the principal Medical Superintendent on his monthly inspection of the prison.

28. He shall not absent himself from the prison, without noticing his absence in his Journal, and giving the charge of the prison, by a written notice of his intended absence, to the Master Manufacturer, to whom he shall in like manner notify his return. He shall also fix up a notice in some conspicuous part of his office when he is going out, that any officer or other person having occasion to see the Governor on business, may be apprised that the Master Manufacturer is in charge of the prison ; he shall also mention in his Journal the absence of any officer or servant of the prison, who shall have been absent with his permission at any time before the prisoners are locked up for the night, and state therein the name of any person whom he may have appointed to perform the duty of the party so absent.

Absence of
Governor.

29. He shall give directions in writing, for trifling repairs, and for the execution of such works or repairs as shall have been ordered by the Committee, referring for

To direct re-
pairs in certain
cases.

advice to the Visitor whenever any doubt or difficulty may occur as to the manner of executing them; and he shall by his own authority, give directions for repairs in matters of importance, on occasions of pressing emergency, referring previously to the Visitor for his approbation, in every case which will admit of such reference. In all cases in which repairs of importance shall have been executed by his own authority, he shall report the same to the Visitor, and mention them in his Journal. He shall read over the Reports made to him by the Labourer in Trust, concerning the state of the building, and shall issue, through him, all orders relating to such work as requires to be executed under his superintendence. He shall also carefully examine the weekly vouchers of work done, delivered to him by the Labourer in Trust, requiring from him such explanations as may appear to be necessary in regard to the performance of the work, or the authority under which it has been executed.

To submit
contracts to
Committee.

30. He shall lay before the Committee such contracts or agreements as may appear to him to be requisite, for the clothing, diet, and other necessaries for the supply of the prisoners; for implements and materials for any kind of manufacture, or for the employment and labour of the prisoners: but he shall have no interest whatsoever in any such contract or agreement, nor any benefit or advantage from the sale of any thing used in the prison.

To give or-
ders for ar-
ticles wanted
in the Prison.

31. He shall receive demands to be made in the forms prescribed, and signed by the respective officers making the same, for all articles wanted for the manufactures carried on within the prison, from the Master Manufacturer, and for all such as are required in the Steward's department, from the Steward; (but shall exercise his own judgment on the propriety of such demands,) and shall give such orders thereupon for procuring the articles demanded, as he may think necessary or expedient, notifying the order actually issued to the officer by whom the articles are to be received, in his Demand Book.

32. In case any complaint shall be made to him respecting the quantity or quality of any article delivered for the use of the prison, he shall proceed to survey the same, with such person or persons as he may think fit to call in for the purpose of assisting his judgment thereupon; and shall give such directions as may appear to him upon such survey to be necessary, entering the complaint and the proceedings thereupon in his Journal,

To survey articles delivered in case of complaint.

33. He shall see that the Master Manufacturer and Steward take an inventory at the end of every year, of the Stock under their charge respectively, and if he shall have no reason to doubt the correctness of such inventories, he shall sign the same, and send them in with any remarks or explanations, which he may think proper to add thereto, to the Secretary's office, within eight days after the 1st of January in every year. He shall also see that the Steward takes inventories at the same time, of all the furniture appropriated to the use of the several officers belonging to the establishment, and of the furniture in the parts of the prison occupied by the prisoners (the inventories of all furniture within the pentagons being to be taken in conjunction with the taskmasters and taskmistresses of the pentagons in which such furniture is in use) and shall send in the same in like manner to the Secretary's Office.

To see that stock is taken of all furniture and stores, and transmit inventories to Secretary's Office.

34. He shall give in to the Secretary every Monday morning, to be laid before the Committee at their ensuing Meeting, a return of the number of prisoners of each class in each pentagon, the number of cells vacant in each, and of the number of prisoners in each Infirmary, according to the printed form now in use,

Weekly returns of number of prisoners.

35. He shall, if required, accompany any Member of the Committee who may be inspecting the prison, and shall go round the same with any strangers, bringing an order for their admission from His Majesty's Principal Secretary of State for the Home Department, at the time mentioned in such order: And in every case of the receipt

To accompany members of the Committee, or strangers having a proper order, into the prison.

of such order, he shall give notice thereof to the Chaplain, that he may also accompany the strangers so visiting the prison, if he shall think fit.

To apply to
the Visitor in
cases of
emergency.

36. He shall, in all cases in which he may entertain doubts as to the true meaning of any directions contained in these Rules and Regulations, or in any Minute of the Committee, or shall experience any material difficulty or inconvenience in carrying them into effect, take the earliest opportunity of referring the points upon which explanation or further instructions shall appear to him to be required, to the Visitor or Committee, and shall on no account take it upon himself to suspend any order of the Committee, or to deviate therefrom, except during such time as may be necessary for such reference; and if the observance of any of these Rules shall, from change of circumstances, become objectionable or impracticable, he shall make a report thereupon to the Committee. In cases of emergency, and which are not sufficiently provided for in the Rules and Regulations, he shall apply to the Visitor, and conform to his direction.

To have no
other employ-
ment.

37. He shall not be concerned, either directly or indirectly, in any business, occupation or employment whatsoever, other than such as belongs to the duties of his office.

To have a
Clerk constant-
ly employed in
his office.

38. He shall be allowed a Clerk (appointed by the Committee) to be employed constantly in his Office in copying letters and other papers, in posting such entries into the different books kept in his office as need not be made by the Governor himself, and in drawing out orders for his signature.

2.—THE MASTER MANUFACTURER.

To reside in the
prison, and
have no other
business.

1. HE shall be resident in the prison, and shall not be concerned either directly or indirectly in any business, occupation or employment whatsoever, other than such as belongs to the duties of his office; he shall be considered as the deputy of the Governor, if the latter be absent; and

To act as De-
puty Governor

on every such occasion he shall enter in a book, kept for that purpose, called "The Master Manufacturer's Journal," the time of his receiving and delivering up the charge of the prison, together with such occurrences therein as may be proper to be reported to the Governor on his return. He shall superintend the work of all prisoners in the Male Department; and shall not leave the prison in the absence of the Governor, nor at any time, without apprizing the Governor of his intention, and of the time for which he expects to be absent, in order that the Governor, in case he should himself have occasion to be absent during any part of such time, or should have reason to believe that the Master Manufacturer's absence will be attended with particular inconvenience, may have an opportunity of apprizing him that his services will be wanted in the prison.

in the Governor's absence.

Duties.

Absence to be notified to the Governor.

2. He shall make himself acquainted with the nature of such manufactures as may be introduced, and suggest to the Governor, for his consideration, any observations which may occur to him, for the increase or improvement of any manufacture; and shall be prepared to give his opinion in writing to the Governor, upon any contracts relative to the manufactures in the prison, which the Governor, with the approbation of the Committee, may have to sign; he shall also report to the Governor, without delay, any breach of such contract, or of any agreement connected with his department, that may come to his knowledge.

Reports upon manufactures and contracts.

3. He shall make demands upon the Governor, by entries in a book, for all materials and stores wanted for the manufactures carried on within the prison; he shall receive, examine, and take account of all such materials and stores ordered by the Governor, when brought into the prison, and shall enter the particulars thereof in proper books; but shall reject or report to the Governor, any articles which are not of a proper quality, or not according to order. He shall deliver out materials, in such quantities as may be expedient, to the Taskmasters (who shall give receipts for the same,) entering all such deliveries in his

Custody of materials.

books; receive back, give receipts for, and place in the store-rooms, all goods manufactured, and be responsible for all deficiencies. He shall deliver out to the Deputy Matron such materials for manufacture as may be wanted in the Female Department.

Books of
Accounts.

4. He shall keep regular and methodical books of accounts, in such manner as to shew the amount of goods and articles purchased, their disposal in manufacture, the goods sold, work done, and the profit and loss annually upon each particular branch of manufacture. He shall, once in every year, take an inventory of the stock of goods and materials manufactured and unmanufactured, tools and implements on hand, which inventory is to be signed by him, and certified by the Governor, and to be returned to the Secretary within eight days after the 1st of January. He shall make a balance of his books on the last day of December in each year, and give in a statement thereof, with the list of outstanding debts due to the manufactory, to the Secretary, as soon as may be practicable after the 1st of January.

Inventories
once a year.

Instructing
inferior officers.

5. He shall fully instruct the Taskmasters, and Warders under them, as to all duties to be expected from them, relative to the employment of the prisoners, and direct their performance of the same.

Weekly
Reports from
Taskmasters.

6. He shall receive the weekly reports hereinafter mentioned, from the Taskmasters, and report the substance of them, with such observations as may occur to him thereupon, to the Governor; and he shall further communicate to the Governor, from time to time, all matters which are connected with his department, or any other which may come to his knowledge, and relate in any degree to the police or regularity of the prison.

Appraisement
of work; and
per centage.

7. He shall take into consideration the correctness of the Taskmasters' appraisements of the prisoners' work hereinafter mentioned; approve, or if requisite, alter the

same, and enter the weekly amount of per centage on the share of each individual in his per centage account book, and in the ledger into which the same shall afterwards be posted; in case of any disagreement, there shall be a reference to the Governor, and if necessary, ultimately to the Visitor and Committee.

The allotment of the shares shall be as follows, the same having been approved of and allowed by his Majesty's Principal Secretary of State for the Home Department.

Three-fourths or 15s. in the Pound, or 9d. in the		
Shilling - - - - -		to the Establishment.
One eighth - 2s. 6d. - - - - -	1½	to the prisoner.
One twenty-fourth - 10d. - - - - -	½	{ to the Master Manufacturer in the Male Department, and to the Deputy Matron in the Female Department of the prison.
One twenty-fourth - 10d. - - - - -	½	
One twenty-fourth - 10d. - - - - -	½	{ To the Taskmaster or Taskmistress of the Pentagon, as the case may be.
One twenty-fourth - 10d. - - - - -	½	
20s. - - - - -	1s.	{ to the Assistant Taskmaster or Taskmistress, and Warders, Male and Female, to be equally divided between them.

Prisoners employed as Wardsmen or Wardswomen, or in domestic offices in the prison, (upon whose labour a value will be put by the Committee,) shall become entitled to one-fourth of their earnings, the officers having no per centage on their labour. Officers entitled to per centage under this arrangement, who shall be absent from their duty, (whether from indisposition or any other cause,) for six successive working days, shall not receive the per centage which would have accrued to them if they had remained in the prison, but such per centage shall be paid to the officer or servant doing duty in their stead, and shall be calculated upon the average per centage of the quarter in which such absence shall have taken place.

8. He shall receive all monies due for work done in the prison, and report the same to the Secretary, to be laid before the Committee at their next meeting, for their directions thereupon.

Allotment of shares.

To receive all monies due for work done.

To report
weekly to the
Secretary.

9. He shall give in to the Secretary, on every Monday, a Report on the form printed for that purpose, of the manner in which the prisoners in each Pentagon have been employed during the past week, of the amount of their earnings, and of the number unemployed, with the cause of their having been without employment; stating also on such report, the quantity of work on hand, to be laid before the Committee.

To find Secu-
rity.

10. He shall give such security for the property committed to his charge, as the Committee shall direct; and shall be allowed such assistance in his office and warehouse, as the nature and extent of the manufactures carried on in the prison, may appear from time to time to the Committee to require.

Allowed as-
sistance in
Office and
Warehouse.

3.—INFERIOR OFFICERS.

1.—*The Taskmasters.*

Number.

1. **THERE** shall be One to every Pentagon.

General
Duties.

2. He shall see that the Rules and Regulations of the prison, and such orders and directions as may be given to him by the Governor from time to time, shall be duly observed in his Pentagon; for the state of which Pentagon, and for the regular performance of their several duties by the different officers attached to it, as well as for the good conduct and demeanour of such officers, he shall hold himself responsible to the Governor.

To receive
Orders from
the Governor
to be entered
in Taskmas-
ters' Order
Book.

3. He shall keep an Order Book, called the "Taskmaster's Order Book," into which he shall copy all such orders which he shall find entered in the "Taskmasters' General Order Book," lying in the Governor's office, as relate to his Pentagon. In cases in which the Governor may find it necessary or convenient to give orders while he is going round the Pentagon, he will enter them himself in the "Taskmaster's Order Book." Orders for the admission of workmen, and persons carrying coals into the

Orders for ad-
mission of

Pentagon, will be in writing, and will be delivered to him by the parties to be admitted ; and he shall file and return such orders to the Governor at the end of every quarter. Orders for prisoners to see their friends, will be on printed forms, and signed by the Chaplain as well as by the Governor ; and all such orders must be filed and returned to the Chaplain, at the end of every month.

workmen,
and for prisoners to see their friends, to be filed.

4. He shall keep a Report Book, containing a diary, or detailed account of occurrences and transactions within his Pentagon, founded upon the reports made to him by the Warders, as hereinafter directed, and upon his own observations ; which Report Book he shall carry to the Governor in his office every morning, at ten o'clock, or at such other hour as the Governor may appoint ; and he shall then copy the Governor's orders into his own Order Book ; but he shall report at any time during the twenty-four hours, any circumstance which may call for directions from the Governor before the time of carrying in the daily report ; or which may be of a nature to require the Governor's immediate attention. He shall particularly notice in his daily report any injury done to the buildings of the Pentagon, or any article deficient or damaged therein ; and shall mention in such report, the name of any officer or prisoner who may be liable to any charge for such injury, deficiency or damage ; and so long as any repairs reported to be wanting shall remain undone, he shall continue to notice the same in his daily reports, unless he shall be directed by the Governor to discontinue the mention of them. He shall also notice in his reports, any inconvenience arising from the rules or orders he may have received, or any difficulty which may be experienced in the execution thereof, with a view to their being further explained, or if necessary, re-considered.

To report to the Governor.

Injury done to the buildings, damages by officers or prisoners.

5. He shall send in demands, on printed forms, to the Master Manufacturer and the Steward respectively, for such articles as may be wanted in their departments, limiting his requisitions to what shall appear to be necessary, and endeavouring to prevent all waste or improvident

To demand Articles wanted of the Master Manufacturer and the Steward.

expenditure, either of stores or materials. He shall take care to return all articles worn out, when new ones are demanded in their stead. He shall repeat his demands daily, if not complied with, and shall report to the Governor any irregularity in the time or manner of sending in the articles demanded.

To compare
Articles re-
ceived with
Delivery
Notes.

6. He shall not receive any article from the Master Manufacturer or Steward, without a Delivery Note, with which he shall compare the articles when received, and shall regularly enter his receipts and issues in the proper book, signing the Steward's Waste Book from time to time, in proof of his having received the articles entered therein.

To distribute
Materials for
Work, &c.

7. He shall distribute the materials for work among the different Warders, as directed by the Master Manufacturer, giving them such instructions as may be required for the performance of the work, and for the appraisement of the prisoners' labour therein; shall receive the goods manufactured from the Warders, keep such account thereof as the Master Manufacturer shall direct, and deliver the same to him at such times as he shall fix, conforming generally to his directions in all matters connected with work and manufacture, unless they shall appear to be inconsistent with the Rules and Regulations of the prison, or with any orders issued by the Governor, or shall interfere with the course of instruction prescribed by the Chaplain, in which cases he shall apply to the Governor for further directions.

To see that
the Prisoners
are employed.

8. He shall see that the prisoners are duly supplied with all articles allowed for their use, and have regular work; and he shall report to the Governor every instance in which any of the prisoners shall be unemployed, with the cause thereof.

To enter da-
mage in
Breakage
Book.

9. He shall enter in his "Breakage Book," and shall give in weekly to the Steward, the particulars of all injuries, deficiencies or damages, whether chargeable to any person

or not; and in case of any charge being made upon a prisoner on such account, under rule 3, title "GOVERNOR," he shall furnish the prisoner, without delay, with a notice on a printed form, of the cause and amount thereof, and shall notify to the Governor any intention expressed by a prisoner to appeal.

10. He shall communicate immediately to the Governor, or enter in his report, as he may think most proper, any complaint made by a prisoner, of oppression or partiality, against a Warder, or any intimation on the part of a prisoner of his wish to prefer any such complaint, or state any other matter of grievance to the Governor.

To communicate prisoners' complaints to the Governor.

11. He shall communicate without delay to the Governor, or to the Surgeon when going round the prison, any notice which he may receive from the Warders of a prisoner being out of health. He shall execute all orders which he may receive in writing from the Surgeon, for the removal of prisoners to and from the Infirmary, delivering the order in the former case with the prisoner to the Infirmary Warder, and filing it in the latter case, after having been shown to the Infirmary Warder, as his warrant for the return of the prisoner into the Pentagon, entering all such removals, both to and from the Infirmary, in his daily Report Book. In case of the sudden indisposition of any prisoner, he may remove such prisoner to the Infirmary at his own discretion; but in such cases he shall give notice to the Surgeon of such removal as soon as possible, and shall also apprise the Governor thereof without delay.

To communicate prisoners' illness to Governor or Surgeon, to remove prisoners to Infirmary in particular cases.

12. He shall take care that all medicines, or medical applications, sent in for the use of prisoners whose illness is not so serious as to occasion their removal to the Infirmary, be delivered to the Warders of their respective wards; and that all bottles, in which such medicines are sent, shall be duly returned to the Infirmary, for which purpose he shall keep a regular bottle account with the Surgeon. But in case the state of a prisoner's health

To deliver to Warders medicines sent into the Pentagon for prisoners.

shall make it necessary for him to be treated otherwise (while he continues in the Pentagon) than according to the rules of the prison, an order to that effect must be given by the Governor, the Surgeon having no authority to give orders in the Pentagons, except such as relate to the removal of prisoners to and from the Infirmarys, or to the delivery of such medical articles as are mentioned in the former part of this rule.

To see that the prisoners work at the water machine or mill regularly.

13. He shall see that the prisoners work at the machine for raising water, or the mill, as directed by the Rules and Regulations of the prison, under the title "Prisoners;" and that the prisoners of each class and ward walk round their court yards in such manner as the Governor shall direct, and in silence, during the periods of time allotted by such regulations to the prisoners of each class and ward respectively for air and exercise; but in case of the weather being bad at the time at which any portion of the prisoners should, by such regulation, walk round the yards, he shall (unless otherwise ordered by the Governor) direct their officer to let them walk in their respective passages instead, making an entry of the directions which he shall so give in his Report Book.

To see that Warders take their meals regularly.

14. He shall see that the Warders take their meals at the proper hours, summoning them at such times by a hand-bell, and shall be responsible for their quitting the Mess Room, and returning to their wards punctually at the end of the periods allowed for such meals respectively.

To attend to the visits of prisoners' friends.

15. He shall direct the Warders, what prisoners they are to bring respectively to the visiting cell, to see such friends as may come to visit them, with orders properly signed, on such days and times as shall be mentioned in the Taskmaster's Order Book, or in the orders themselves, and shall attend in the cell during such visits.

Dinner hour.

16. He shall dine between one and two o'clock, and shall have his breakfast and tea either before or after the

Warders, that he may be able occasionally to go round the prison while the Warders shall be absent from their wards.

To go round the prison occasionally, while Warders are at their meals.

17. He shall frequently inspect every part of the Pentagon under his charge, and shall ascertain, by minute examination, that the furniture of every cell is in proper order, and that the prisoner has not in his possession any article which he is not authorized to have or keep; for which purpose, he may search the person of the prisoner, if necessary. He shall occasionally look into the Warders' rooms, and the coal holes, dust holes, and all other rooms, cellars or places connected with the Pentagons.

To inspect frequently every part of the Pentagon.

18. He shall not, however, for the purpose of inspecting the Pentagons as directed in the last rule, or for any other purpose, quit the Taskmaster's Tower at any time between the ringing of the first bell in the morning, and the locking up of the prisoners, without leaving his Assistant there in his place; but shall consider it as a rule not to be departed from, except in some unforeseen and very extraordinary emergency, "*that the Tower is never to be left without one of the two officers belonging to it, from the ringing of the first bell in the morning until after the prisoners are locked up for the night, and is not at any time to be left without some one officer in it*"; and all arrangements for communicating with the interior of the Pentagon, on the one hand, and with the officers residing in the Hexagon on the other, must be made with reference to a strict observance of this rule. If he shall have occasion at any time to make any immediate communication to the Governor or Surgeon, and shall not find him in his apartment, but shall have reason to believe that he is in some other part of the prison, he shall apply to the Patrole stationed at the middle gate, who shall thereupon go in search of the officer whose presence is required.

To take care that the Taskmaster's tower is never left without one of the officers belonging to it.

19. He shall pay particular attention to prisoners confined for punishment in the Refractory or Dark Cells,

To attend to prisoners confined.

and either he or his Assistant shall accompany the Warder, who shall carry to such prisoners their provisions, or water to wash.

To communicate to Chaplain the wish of any prisoner to speak with him.

To see that all orders respecting the Schools are executed.

20. He shall communicate to the Chaplain any intimation he may receive of any prisoner wishing to speak with him, and shall deliver to him every Monday morning a list of the prisoners absent from Chapel on the preceding Sunday, noting therein the cause of such absence. He shall see that all orders and directions which he may receive respecting the Schools, or in regard to the instruction of the prisoners, be duly attended to; but may take upon himself to authorize the Warder to keep back from School any prisoner who may be likely to create disorder; or he may direct the Warder to omit School altogether in any part of the prison which may appear in a disorderly state, giving information of all such occurrences to the Chaplain, and inserting them in his daily report to the Governor.

To attend in the kitchen in his turn, when the provisions are given out.

Each Kitchen to be under the superintendence of one of the Taskmasters connected with it.

21. The Taskmaster of each Pentagon shall attend every other week at the time of giving out the prisoners' gruel and soup in the Kitchen, from which his Pentagon is supplied, for the purpose of keeping order, and of seeing that the gruel and soup are of good quality, and properly served out; and the Taskmaster of the Pentagon, to which one of the Kitchens shall be attached, by the order of the Governor, shall exercise the same authority and superintendence therein as in any ward belonging to his Pentagon, giving directions to the Cook or Warder of the Kitchen, as to any other Warder, and receiving reports from him in like manner, and sending in demands on his account for all other articles except provisions, which will be furnished directly from the Steward's Office.

2.—*Assistant Taskmasters.*

1. THERE shall be One to each Pentagon.

Number.

2. He shall sleep in the Pentagon in the room between wards F and G, but shall be on duty, during the day-time, in the Taskmaster's Tower, and shall remain in the Tower during the Taskmaster's occasional absence in the prison, or elsewhere ; shall summon the Warders when wanted by the Taskmaster, and shall generally assist that officer in the execution of his duties.

General Duties.

3. In case of his absence from prison during the hours of work, the Governor shall appoint one of the Patroles to supply his place.

In case of absence, a Patrole to supply his place.

3.—*The Warders.*

1. THERE shall be Five to every Pentagon in which the male prisoners are confined, and one to attend on the sick in each of the Male Infirmarys, under the direction of the Surgeon.

Number.

2. Each Warder shall have the charge of the prisoners confined in the Ward which shall have been assigned to him ; he shall have a roll of the prisoners' names under his care, with the number of the cell to which each prisoner belongs ; he shall inspect, daily, the state of every day and night cell in his Ward, (searching the same occasionally to see that prisoners do not conceal any thing which they are not allowed to have in their possession,) and shall report thereon, as well as on the conduct of any of the prisoners who are negligent in their work, or otherwise misbehave, every evening to the Taskmaster. He shall likewise notice in such report any extraordinary diligence or good behaviour, and any material occurrence which shall have taken place in his Ward ; he shall also report, weekly, the amount of work done by each prisoner.

Each Warder to have the charge of a particular Ward.

To inspect every part of his Ward daily, and report thereon, and on the conduct of his prisoners every evening to his Taskmaster.

To observe that
prisoners con-
form to the
Rules.

To shut the
wooden doors
of cells, when
he goes to his
meals.

Daily Report.

Weekly Report
of work.

Cleanliness of
prisoners.

Washing.

Air and
exercise.

3. He shall observe that the prisoners conform to the Rules which may be laid down as to cleanliness, &c.; that they go to and from their work at the stated times, and that they have their meals regularly; and he shall lock them in at the hours fixed upon. He shall shut the wooden doors of the prisoners' cells when he leaves his Ward to attend the Kitchen with the Wardsmen, and shall shut those doors, and lock his Wardsman into his proper cell, when he goes to his meals at the Taskmaster's tower, and whenever he quits his ward on any occasion to go beyond the Tower. He shall endeavour to procure all necessary stores and materials when he is at the Tower for his meals, or in the evening after the prisoners are locked up, so as to diminish as much as possible the necessity of leaving his Ward for this purpose during the hours of labour. He shall prevent his prisoners from talking from one cell to another at all times, and shall make them walk in their court-yards in an orderly manner, as the Governor shall direct: he shall take his daily report regularly to the Taskmaster after the prisoners are locked up, and shall receive it back again next morning after breakfast; his weekly report shall be taken to the Taskmaster on the Saturday evening; he shall examine the combs and brushes of the prisoners in their respective Wards every Sunday morning at washing time; he shall see that the heads of the prisoners are kept clean, and shall examine them from time to time, if necessary, for that purpose. If any prisoner shall have vermin in his head when received, the Surgeon shall furnish the Warder, with whom such prisoner shall be placed, with proper applications, and the Warder shall take care that the same are regularly used, until he can report the prisoner clean. He shall be present with the prisoners of his Ward when they are brought together for the purpose of washing themselves; he shall constantly remain with them in the courts when they are taking air and exercise, in order to attend to their behaviour. The gates of the passages adjoining the cells must at such time be kept locked, to prevent any of the prisoners from withdrawing

themselves by resorting thither, from the Warder's observation; and the Warder must particularly attend to such prisoners as may have occasion to go from the courts into the privies. In general more than one prisoner shall not be allowed to go from the courts or the cells, to the privies of any Ward at the same time; but on no account shall more than one remain there without being watched by the Warder or Wardsman under his direction. He shall enforce his orders with firmness, but shall be expected to act with the utmost humanity towards all the prisoners under his care; on the other hand, he shall not be familiar with any of the prisoners, or converse with them unnecessarily, but shall treat them as persons under his authority and control, and not as his companions or associates.

Conduct towards prisoners.

4. He shall state in his daily report to the Taskmaster, any injury done to the building in his Ward, or any articles deficient or damaged therein, mentioning to what cause such injury, deficiency or damage shall be owing, and shall point out any prisoner who may be liable to any charge for repairing or supplying the same. He shall also keep a list of tools delivered to the prisoners; and on their leaving off work in the evening, examine the same, and secure them effectually during the night.

To report any damage done to the building, and have custody of tools, &c.

5. He shall attend the Chaplain (if required) to any prisoner or prisoners within his ward, and communicate to the Taskmaster, or to the Chaplain when going through the Ward, the wish of any prisoner requesting to be permitted to speak with the Chaplain.

To attend Chaplain to prisoners.

6. He shall insert in his report on Sunday evening the names of any prisoners absent from Chapel, and the cause thereof.

To report prisoners absent from Chapel.

7. He shall comply with such directions as he may receive from the Taskmaster respecting the Schools, and shall be particularly attentive to the conduct of the prisoners at school time, never leaving them to themselves,

To comply with Taskmaster's directions respecting Schools, and to observe close-

by the prisoners' or withdrawing his observation from them for a single
conduct during instant during that time; and it being of the utmost
school time, &c. importance that good order and decorum should be pre-
served among the prisoners brought together for the pur-
pose of instruction, he may take it upon himself to keep
back from school any disorderly prisoner, concerning whom
he may not have an opportunity of receiving the Task-
master's order, and may also send into his cell any
prisoner who shall misbehave in school, but such occur-
rences shall be regularly entered in his report-book.

To eat their
meals in the
Mess-room.

8. The Warders shall eat their meals in the lower
room of the Taskmaster's Tower, called the "Warders'
Mess Room;" they shall breakfast at half-past eight
o'clock, shall dine at two o'clock from the 25th March
to the 25th September, at half-past one from 25th Sep-
tember to the 25th March; and shall drink tea or
sup at five o'clock, from the 18th April to the 25th
August, and after the prisoners are locked up for the
night, from the 25th August to the 18th April, except
on school nights, when their time for tea or supper must
depend upon the arrangements which may be made for the
schools. The time allowed for breakfast shall be half an
hour, and the same for tea or supper; they may remain
for one hour at their dinner.

To notify the
sickness of the
prisoners to the
Taskmaster.

9. He shall give immediate notice of any prisoner who
may appear to him to be out of health to the Taskmaster.

To apply for ar-
ticles wanted,
&c.

10. He shall apply from time to time to the Task-
master of his Pentagon for any article which he may
require; and shall give him early notice of the probability
of a want of work for any prisoners in his Ward.

Not to admit
friends in their
rooms, nor have
fires, articles of
food, or liquors
therein.

11. Warders shall not admit any of their children or
friends to visit them in their own rooms, nor have a fire,
except by order from the Governor; nor shall keep or use
there any article of food, or liquor of any kind; nor shall

any newspaper be carried into the Warders' Rooms ; nor shall any books or other publication be admitted into them, unless by leave of the Chaplain ; and care shall be taken that any book or publication which a Warder may have been permitted to have for his own reading, be not read by any prisoner.

12. No Warder can have leave to be absent from the prison on any day till after the prisoners shall be locked up for the night, except on some very pressing occasion ; in which case the place of the absent Warder shall be supplied by one of the Patroles appointed by the Governor, and his keys shall be given over to such Patrole, with his Instructions and Report Book, before he shall quit the prison ; but Warders going out on leave after the prisoners are locked up for the night, shall leave their keys with the Taskmaster, and receive them back on their return.

Warder not to have leave out till the prisoners are locked up, except on some pressing occasion.

Not to take out his keys.

13. Officers in charge of prisoners may place in confinement any prisoner who shall be turbulent, or who may disobey their authority, in case such proceeding shall appear to them to be necessary, but on such occasions immediate application shall be made to the Governor, that he may take such steps as may be expedient thereupon without delay.

May confine any prisoner, reporting the same without delay.

14. It being of the utmost importance that the Chaplain should be fully informed concerning the moral state and condition of the prison, the Officers attached to the several Pentagons shall consider it to be their duty to give the Chaplain the earliest information on such subjects, when they shall meet him in the parts of the prison to which they respectively belong.

To inform the Chaplain of the moral state and condition of the prison.

4.—*Infirmary Warders.*

1. THERE shall be One to each of the Male Infirmaries. Number. He shall carry into effect such orders and directions as General Duties.

To keep Order
Book, and Re-
port Book.

may be entered for him by the Governor in the "Infirmary Order Book," of which there shall be one to each Infirmary ; and shall make entries, for the Governor's information, in the "Infirmary Report Book," of all occurrences of importance in the Infirmary, and of all matters which it may be important for the Governor to be apprized of ; such as, the want of repairs in the Infirmary, the misbehaviour of any prisoner, or any particular merit or good conduct in a prisoner, any irregularity or delay in the supply of provisions or other articles for the use of the Infirmary ; his own absence with leave, and the name of the officer appointed to supply his place ; the number of prisoners at the end of each day, &c. &c. &c. The Order Book and the Report Book shall generally remain in the Infirmary, the Governor entering his orders in the former, and occasionally inspecting the latter, during his visit there ; but when the Warder shall have occasion to report any circumstances to the Governor, which shall call for some immediate order from him, or shall be of such a nature as to be proper to be communicated to him without delay, the Warder may carry these books with him to the Governor's Office, on making such report, provided they are brought back by him to the Infirmary on his return.

To preserve
Orders for
removal of
Prisoners to
the Infirmary.

2. He shall paste in a Guard Book, all orders for the removal of prisoners to the Infirmary, delivered to him with the prisoner by the Taskmaster, and shall afterwards note on such order the time such prisoner shall return to his Ward in the prison ; for which an order, signed by the Surgeon, will always be shewn to him. In cases in which prisoners shall be brought to the Infirmary without such order, he shall paste a memorandum thereof, made by himself, into the Guard Book, in the place where the order, if delivered, would have stood.

To see that
the Orders of
the Medical
Officers are
executed.

3. He shall see that the Medical Officers are treated with proper respect, and that all medicines furnished by the Surgeon for the use of the sick are regularly taken, and that the sick prisoners conform in every respect to the

directions given by the Medical Officers; and he shall keep a book called "The Medical Order Book," for the entry, by the medical officers, of such orders and directions as they may think fit to insert therein from time to time, on matters connected with the health or medical treatment of the prisoners in the Infirmary. The Warder of the Infirmary No. 1, shall receive medicines, wine and tea, from the Surgeon. In Infirmary No. 3, they will be delivered to the Warder by one of the Nurses, who shall receive them from the Turnkey of No. 1, carry them through the Female Infirmary, and deliver them in to No. 3, in the presence of the Surgeon, when he is going his rounds; such medicines for No. 3, as shall not be ready to be so delivered, shall be carried to that Infirmary by the Warder of No. 1.

To keep
" Medical
Order Book."

To receive me-
dicines, &c. from
the Surgeon.

4. He shall fix up a copy of the Table of Diet in use for different classes of sick prisoners, and shall see that every prisoner has the exact allowance of provisions allotted to him by that head in the table, under which he is ranked by the Surgeon, or which the medical officer shall have specially ordered for him, and he shall carry down the board, on which the Surgeon shall have entered the number of prisoners having different allowances, under the proper heads in the Diet Table, in the evening of every day, to the Steward, in order that he may know what to provide on the next day. He shall take his Wardsman down to the kitchen for such kinds of provisions as are used in the Pentagon; but mutton, and such other articles of food as must be provided for the sick only, shall be sent to the Infirmary from the Steward's office, and dressed in the Infirmary kitchen.

To see that
every Prisoner
has the allow-
ance of Pro-
visions fixed
by the Table
of Diet.

5. He shall have a Demand Book, in which he shall make demands upon the Steward for articles of weekly consumption, or such as are not received daily, such demands being first signed by the Surgeon, and then by the Governor. Articles wanted for occasional use shall also be demanded in this book, and must be applied for and

To demand
articles want-
ed of the
Steward.

received when wanted ; but articles of weekly distribution shall be applied for and received on such days only as the Governor shall appoint.

To enter
damages in the
"Breakage
Book."

6. He shall keep a Breakage Book, in which he shall enter from time to time any injuries to the building, or damage to any article therein, stating the name of the party by whom such injury or damage was done, if known to him, and mentioning the circumstances under which it happened, that the Governor may direct whether any person shall be charged with the expense of making good the same.

To see that the
prisoners are
clean in their
persons.

7. He shall see that the prisoners are clean in their persons, that they comb their hair daily, wash their hands and faces as soon as they rise in the morning, and their feet every Saturday evening, unless in cases in which it shall be otherwise directed by the Surgeon ; that every prisoner shall have clean sheets at least once a fortnight, and clean linen and stockings (if not required oftener) every Sunday morning. The articles sent to the wash shall be delivered to the Female Prison, and received back from thence without passing through the Pentagons ; and in case any prisoner shall go down from the Infirmary while his linen shall be in the wash, the Warders shall take down his clean things, when received, to the Taskmaster.

Articles for
the wash.

To attend to
the cleanliness
of the Infir-
mary.

8. He shall particularly attend to the cleanliness of every part of the Infirmary ; shall see that the Wardsmen clean out the cisterns once a month during the winter half year, and once a fortnight in the summer, and that the floors are washed or rubbed at such times, and in such manner as the Governor, with the advice of the medical officers, shall from time to time direct. He shall also keep such lights burning during the night as the Governor or Surgeon shall direct.

To see that the

9. He shall see that the sick prisoners rise at the same

time with the prisoners in the Pentagons, and go to bed at the ringing of the last bell, at which time he shall lock them into their several rooms. In cases in which the health of any prisoner shall appear to require a deviation from this rule, he will receive directions from the Surgeon thereupon.

prisoners rise
and go to bed
at proper times.

10. He shall not be absent from the Infirmary more frequently, nor for longer periods, in the course of the day, than may be absolutely necessary. Whenever he shall be obliged to go to the kitchen, or elsewhere within the prison, he shall consider it as incumbent upon him to return as soon as possible, and if he shall obtain leave from the Governor to go out after the prisoners are locked up, when no particular attendance in the Infirmary is required, (in proof of which his order for leave out shall always be signed by the Surgeon before it is carried to the Governor,) he shall on no account quit the Infirmary before the arrival of the officer who is to have the charge of it during his absence.

Not to be ab-
sent unnecessa-
rily from the
Infirmary.

11. He shall pay strict attention to the behaviour of his prisoners, preventing all gaming, improper conversation, or immoral or indecorous conduct; he shall not be familiar with the Wardsmen, or any of the prisoners, and shall not permit any prisoner to have access to his room, except the Wardsman who shall make his bed, and clean out his room in his presence.

To attend to
the behaviour
of the prisoners.

12. He shall take care that none of the prisoners partake of the provisions brought in for his own use, and must be cautious to keep such provisions, and in particular his beer or porter, out of their reach. He shall not on any pretence bring wine or spirits into the Infirmary for his own use, nor shall he be allowed to have in his own room any newspaper, or any other book or publication, than such as may have been previously seen and approved of by the Chaplain, and he shall take care that any book or publication which the Chaplain may allow him to have for his own reading be not read by the prisoners.

To take care
that the pri-
soners do not
partake of his
provisions, and
not to bring
certain articles
into the Infir-
mary.

To execute the Orders of Chaplain, and to see that the Chaplain is treated with proper respect.

13. He shall conform to all such directions as he shall receive from the Chaplain, in regard to the instruction and moral conduct of the prisoners; shall see that the Chaplain is treated in the Infirmary with proper deference and respect, and shall give him notice without delay of the expression of any wish on the part of a prisoner to have his immediate attendance, or to see him before his usual time of visiting the Infirmary. He shall admit such persons to visit the prisoners under his charge, as shall produce a written order from the Governor and Chaplain for that purpose; but such persons shall only converse with the prisoners at the wired window in his (the Warden's) presence, unless the prisoner be so unwell as to render that communication impracticable, or at least very inconvenient.

5.—*The Cooks.*

Their number and general duties.

THERE shall be One to each Kitchen serving two Pentagons; they shall have the charge of the prisoners employed in their respective Kitchens, and shall follow as nearly as possible the rules laid down for the Warders, reporting to and taking their directions from the Taskmaster or Taskmistress of the Pentagon to which they belong; they shall examine and weigh the bread and other provisions delivered to them in their several Kitchens, in the presence of some of the prisoners; and if there shall be any cause of complaint they shall immediately represent the same to the Governor, making entries of such complaints, and of what was done thereupon, in their daily reports; they shall also perform such other duties in the prison, after the prisoners have left the Kitchen, as may be required from them by the Governor.

6.—*The Baker.*

His general duties.

HHE shall have the charge of the prisoners employed in the Bakehouse, and shall bake for the whole prison. He shall receive corn from the Steward, and deliver it out to be ground in Pentagons No. 5 and 6, and take back the

flour and bran, of which he shall keep a regular account, as well as of the number of loaves baked. He shall report to and receive directions from the Taskmasters of Pentagon No. 5, and shall conform as nearly as possible to the rules laid down for the Warders.

7.—*The Keepers of the Water Machines, and Millers.*

THERE shall be One to each of the Machines and Mills Number and general duties. used by the Male prisoners for raising water or grinding corn. He shall have the charge of the Water Machine or Mill; shall see that it is kept in proper order, and shall attend the prisoners employed in working it, receiving the prisoners in their Ward from the Warder, and delivering them to their Warder as soon as the time for which they are to remain at the Machine or Mill is elapsed; and he is to report verbally the misconduct of any prisoners while under his care, to their Warder, who shall regularly report the same, among the other occurrences of his Ward. After the hours of working the Machine, he is to assist in the other business of the prison, as he may be directed by the Governor.

FEMALE OFFICERS.

1.—THE MATRON.

1. SHE shall be resident in the Prison, and shall have General duties. the care and superintendence of the whole of the Female Department, and regulate the same as to her subordinate officers, in the manner prescribed to the Governor for the management of the Male Department; reporting to him, without delay, such offences on the part of the prisoners, as shall appear to call for punishment, and taking his directions thereupon; and she shall generally observe, as far as the same are applicable, all Rules and Regulations

laid down for the conduct of the Governor ; she, (or one of the Taskmistresses, or Assistant Taskmistresses) shall accompany the Governor, whenever he shall visit the Pentagons under her charge.

To report
misbehaviour
of inferior
officers to the
Governor.

2. She shall, in case of any misbehaviour on the part of her Deputy, or of any of the Taskmistresses, or Female Warders, report the same to the Governor, who may suspend any such female officer ; reporting such suspension, and the cause thereof, to the Visitor for the time being, without delay, and to the Committee, at their next Meeting. She may order any female officer, who shall become unable from sickness to attend to her duty, into the Infirmary.

To keep a
Journal and
Character
Book.

3. She shall keep a Journal, and insert in it all occurrences of importance within her observation or knowledge, and also a book to be called " The Character Book," in which she shall make similar entries concerning the female prisoners, to those made by the Governor respecting the males ; she shall lay her Journal before the Committee at every Meeting ; she shall, in every instance, note therein her own absence from the prison, as well as the absence of the female officers who have received her permission, and that of the Governor, for that purpose, at any time before the prisoners shall be locked up for the night ; and she shall state particularly who may have been appointed to undertake the duty of any officer so absent.

To apply for
advice to the
Governor or
Chaplain, and
for assistance
to the Governor.

4. She shall, in case of any doubt or difficulty, request the advice of the Governor and Chaplain, or either of them ; and, in the event of any resistance to her authority, or to the authority of any of the female officers, on the part of the female prisoners, or in any other emergency whatsoever, she shall call in the aid of the Governor and his officers, who shall consider it to be an essential part of his and their duty, to afford her the utmost and most immediate assistance and support, for the purpose of enforcing prompt and implicit obedience to her orders.

5. She shall attend Chapel at all times with the prisoners, unless prevented by some special cause, which she shall enter in her Journal. She shall notice in her Journal the absence of every female officer, and express whether with or without her permission. She shall also communicate to the Chaplain every Monday morning, the names of any female prisoners who may have been absent from Chapel, and the cause of such absence, information whereof she shall have received from the Taskmistresses. Chapel attendance.

6. She shall not absent herself from the prison, without noticing her absence in her Journal, and giving the charge of the Female Department of the prison to the Deputy Matron. Absence.

7. She shall report daily upon the state of the Female Department of the prison to the Governor, and conform to such directions as she shall receive from him. To Report daily.

2.—DEPUTY MATRON.

1. SHE shall be resident in the prison ; from which she shall not be absent without the leave of the Governor and Matron. To be resident within the prison.

2. In case of the Matron's absence she shall supply her place, and on every such occasion shall enter in the book kept for that purpose, the time of her receiving and delivering up the charge of the Female prisoners, together with such occurrences in the prison, as may be proper to be reported to the Governor or to the Matron on her return. To take charge during the Matron's absence.

3. She shall superintend the work of all the Female prisoners, and shall keep proper and regular account books. She shall, once in every year, take, in conjunction with the Master Manufacturer, an inventory of the stock of goods manufactured and unmanufactured, tools, and implements under her charge ; which inventory is to To superintend the work of Females, keep regular Books, and take Inventory of goods at stated periods.

be signed by her, and certified by him, along with his inventory to the Secretary, within eight days after the 1st of January in each year. She shall make a balance in her books on the last day of December, and give in a list of the outstanding debts, due in her department, to the Secretary, within fourteen days thereafter.

To take orders for work, receive and deliver out materials, and report work spoiled to the Matron.

4. She shall receive all orders for work to be done in the prison, and shall give proper directions to the Taskmistresses for the due execution of them, furnishing such materials as may be required for that purpose; she shall make demands on the Master Manufacturer, by entries in her Demand Book (to be countersigned by the Matron,) for all materials and stores wanted in her department, and shall examine the same when delivered to her, rejecting such as shall not be of a proper quality or description, and taking account of such as shall be received, with the prices thereof as furnished to her by the Master Manufacturer. She shall also receive back from the Taskmistresses all manufactured articles, and shall deliver the same to the several parties for whom the work shall have been done, or keep them until they can be properly disposed of. All articles made for the use of the Establishment shall be delivered and charged to the Master Manufacturer. She shall carefully inspect all manufactured articles on the receipt thereof from the Taskmistresses, to see that they are properly executed, and shall report any instances in which work shall have been spoiled or materials wasted, to the Matron, that such steps may be taken thereupon as the nature of the case may require.

To consider the appraisement of prices, and keep an account of per centages.

5. She shall take into consideration the correctness of the appraisement of the prisoners' work by the Taskmistress, alter the same if necessary, and keep a regular account of the per centage thereupon, entering the same quarterly in the prisoners' account books. In case of any disagreement respecting the appraisement, a reference shall take place to the Matron, and if necessary, to the Governor, Visitor or Committee.

6. She shall fix, in concurrence with the Matron, the prices to be charged for work done in the prison; but such prices shall be reported from time to time for the approbation of the Committee. She shall make out all bills for work, and receive and pay over to the Master Manufacturer all monies which shall become due thereupon.

To fix prices for articles with Matron, and receive and pay over monies to the Master Manufacturer.

7. She shall attend in the work room to take orders for work, and to transact the business of her department, during such hours as may be fixed by the authority of the Committee; but she shall occasionally go round the prison, to see that all the prisoners are properly employed; and she shall consider, and report from time to time, what manufactures may be conveniently carried on, and shall concert such arrangements with the Matron, as may be necessary to prevent the prisoners from being in want of work.

To attend in Work-room at fixed hours, and go round and see that all the prisoners are employed.

3.—INFERIOR OFFICERS.

1.—*The Taskmistresses*, and 2.—*The Assistant Taskmistresses*.

THE duties of the Taskmistresses and Assistant Taskmistresses are similar to those of the Taskmasters and their Assistants; and if an Assistant Taskmistress shall be permitted to be absent from the prison during the hours of work, or shall be acting as Taskmistress during the absence of that officer at such hours, her place must be supplied by one of the Nurses.

Number and general duties.

3.—*The Female Warders*, and 4.—*The Cook*.

THERE shall be six Warders to each of the Pentagons, including the two Laundries, (and one Cook to the two Pentagons,) and one extra Warder to supply the place of a Warder absent through indisposition or with leave. Their duties are similar to those of the similar officers in the Male department of the prison, but they shall dine all the year round at two o'clock.

Number and general duties.

5.—*The Nurses.*

Number and
general duties.

THERE shall be two attached to the Female department; they shall attend the sick or lying-in Female prisoners in the Infirmary, as well as the children under the direction of the Surgeon and Matron; the senior Nurse shall keep a similar Report Book to that kept in each of the Male Infirmaries, in which Book reports shall be entered for the information of the Matron, and an Order Book for the entry of the Matron's orders; and the Nurses shall observe (as far as may be applicable) the Rules and Regulations laid down for the Warders of the Male Infirmaries. A Nurse shall supply the place of an Assistant Taskmistress or Female Warder, who may be absent from the prison, if so ordered by the Matron.

III.—OFFICERS

NOT CONCERNED IN THE DISCIPLINE OF THE PRISON.

1.—THE CHAPLAIN.

1. THE Chaplain shall be in Priest's Orders, and approved by the Bishop of the Diocese; and shall be resident in the prison. His qualification.

2. He shall be subject to no control in matters within his department, but that of the Committee; and shall represent to the Committee whatever may appear to him to be worthy of their notice, or suggest any thing which he may conceive likely to prove beneficial to the prisoners, or to tend to their personal reformation. Subject to the control of the Committee only.

3. He shall read Prayers and preach a Sermon in the Chapel, both morning and evening, on every Sunday in the year, and also on every Christmas-day, Good-Friday, and Ascension-day, and on every day appointed for a General Fast or Thanksgiving, at such hours as shall be fixed from time to time by the Committee; and shall read Prayers daily in the Infirmary; he shall, if required, baptize any children born in the prison, and bury such prisoners as may die therein; he shall keep an accurate Register of all Christenings and Burials, and transmit once in every month, copies of the several Entries made therein, to the Rector of the Church of St. John the Evangelist in Westminster, or to his Curate, together with his customary Fees, the amount of which Fees he shall receive from the Steward, who shall charge them in his Accounts. Divine Service; Baptisms and Funerals.

Administration
of the Sacra-
ment.

4. He shall administer the Sacrament of the Lord's Supper once in every quarter, on the principal Festivals, or oftener, at his discretion; giving notice thereof on the Sunday preceding, and mentioning at what hour Divine Service is to begin, if any alteration of the usual hour shall appear to him to be necessary.

Instruction of
prisoners.

5. He shall endeavour, by all means in his power, and particularly by encouraging their confidence, to obtain an intimate knowledge of the character and disposition of all the prisoners; for which purpose he shall make it a point occasionally to see and converse with every prisoner apart from the rest; and whenever he shall think fit to address or examine any number of prisoners belonging to the same ward, he shall direct the Warder of that ward to assemble them in the ward, taking care not to prevent them from going out into their court-yards at the hours appointed for air and exercise. He shall also direct such course of religious and moral instruction to be pursued in school as he shall think proper, and shall select portions of Scripture, to be read to the prisoners in their respective wards, and shall name such of the prisoners to be monitors or readers as may appear to him to be most competent for those duties, to the Governor, who will insert their names for this purpose in the Taskmaster's Order Book, unless he shall see some objection to the employment of any of the prisoners named in the manner proposed, in which case he shall confer with the Chaplain upon the subject, and if there should be any ultimate difference of opinion upon that point, the matter may be referred to the Committee or the Visitor. The Chaplain shall also issue such books and tracts from the lists of the Society for Promoting Christian Knowledge, (or other lists which may have received the Committee's sanction) and such grammars and spelling-books as he may think proper, either for the use of the schools, or to individual prisoners, applying for the same from time to time, to the Committee. He is expected to allot a considerable portion of his time to visiting, admonishing and instructing the prisoners; and shall at

Appointment
of Monitors
and Readers.

Issue of Books
and Tracts.

Visiting, ad-
monishing, and
instructing pri-
soners.

his discretion confer with the Governor and Matron on any matter connected with their welfare, or on any subject of complaint, which they may have communicated to him.

6. He shall concert with the Governor such arrangements in respect to the schools, and to the times of reading the Scriptures in the several wards, as may be consistent with the safety and convenience of the prison, which arrangements shall be laid before the Committee for their approbation. And whenever he shall be desirous of assembling any number of prisoners in the Chapel for purposes of instruction, he shall notify in writing his wish upon that subject to the Governor, who shall thereupon give the necessary orders for their being so assembled. Schools.

7. In addition to his ordinary examination of the prisoners upon the subjects taught in the schools, he shall examine all the prisoners in their several wards upon these subjects once in every quarter, on such days (it being impossible to go through the whole prison in one day) as shall be appointed from time to time by the Committee, in the presence of the Governor (and in the 3d and 4th Pentagons of the Matron) and of such members of the Committee as shall attend upon such occasions, with any friends who may accompany them; and three days' notice, at least, shall be sent round to every member of the Committee, previous to every such examination, of the time appointed for the same. Quarterly Examination of the prisoners.

8. He shall keep a Journal of all occurrences of importance within his observation or knowledge, and also a "Character Book," in which shall be entered the names of all prisoners; and against each name, a full and distinct account, from time to time, of all particulars relating to the character, disposition, and progressive improvement of every such prisoner, for the information of the Committee, commencing with such history as he may be able to obtain either from the prisoners themselves, or from others, of their education, connections, and former habits His Journal and Character Book.

and course of life, and noting from time to time what instruction they have respectively received in the prison,—what books have been put into their hands, and at what times such of them as have been admitted to the Sacrament have received it;—their offences in the prison (if any) with their punishment, and the effect apparently produced thereby;—the date of their advancement to the second class, and whether in consequence of recommendation for merit, or of the expiration of time;—their appointments to be wardsmen, monitors or readers, if they shall ever have been employed in any of those situations;—the date of the death of such as may die within the prison, and such remarks as shall occur on the temper and disposition in which they shall appear to have departed this life, with entries of the interment of each in the burial ground of the prison, or of the delivery of the body to friends;—the dates of the discharge of such as shall leave the prison, with an account of their demeanor upon such occasions; and any circumstance connected with their prospects in life, which may assist the Committee in forming a judgment respecting the course which they are likely to pursue after their release, or in inquiring at some future period into their situation in life. To which should be added, in cases of such prisoners as may apply for the gratuity given by the Committee to those who can bring testimonials of their good conduct for one year after their discharge, a memorandum of the grounds of such application, and of the result thereof, founded on information, to be furnished by the Secretary. The Journal and Character Books are to be laid on the table of the Committee at every meeting.

To give notice of misbehaviour to the Governor or Matron, and confer with prisoners under punishment.

9. He shall give notice to the Governor or Matron of any misbehaviour, or irreverent or improper conduct in any prisoner, or inferior officer or servant of the prison, which may fall within his knowledge or observation; in order that the same may be corrected by their authority, in case his admonition shall not be effectual for its correction. He shall also take an early opportunity of

conferring with any prisoner who may be under punishment, or in confinement for any offence committed in the prison.

10. He is requested to pay particular attention to Rule XVIII. title "Prisoners." In signing orders for the admission of prisoners' friends to visit them under that Rule, he shall exercise a discretion, both as to the merits of the prisoners requesting such indulgence, and as to the consideration of its being for the advantage of the prisoner, or otherwise, to keep up a connection with the parties to be admitted under such orders. He shall also carefully read the contents of all letters received from the Governor for delivery to the prisoners, or brought to him from the prisoners to be forwarded through the Governor under the above-mentioned Rule.

Admission of prisoners' friends.

To read prisoners' letters.

11. In case of absence from the prison (upon reasons allowed by the Committee,) he shall appoint a Substitute, to be approved by them; and in the event of his being accidentally prevented from performing his duty, by illness or otherwise, he shall notice the same in his Journal, with the circumstances of the case; and may on such occasions provide some other Clergyman to officiate for him in the Chapel. He may at any time accept the assistance of any Clergyman in the discharge of any part of his duties in the Chapel, inserting the name of such Clergyman in his Journal.

Absence how to be supplied.

May accept assistance in Chapel.

12. The Chaplain shall be the only Minister authorized to give spiritual advice within the prison; but prisoners of a communion differing from the Established Church, who may wish to be attended by the Ministers of the communion to which they respectively belong, may apply to the Chaplain for leave, which may be granted, with the concurrence of the Governor. Such Ministers shall give in their names and description, to be entered in the Chaplain's Journal, and be admitted at such hours and in such manner as the Governor shall think reasonable;

Ministers for prisoners of different persuasions may be allowed with concurrence of Governor.

The books they recommend must be shown to the Chaplain.

confining their ministration to the persons requiring their attendance. They may also furnish them with religious books, but the books so furnished must be shown to the Chaplain, who is particularly required to take care that improper books are not introduced into the prison under this permission.

To be informed of all breaches of decorum.

13. It being of the utmost importance, that the Chaplain should be fully informed concerning the moral state and condition of the prison, the Governor and Matron shall communicate to him, without delay, all breaches of decorum arising within their respective departments, and all such occurrences and circumstances as may appear to render his interposition, by way of advice, expedient; and the inferior officers attached to the several Pentagons, shall also consider it to be their duty, to give the Chaplain the earliest information on such subjects, when they shall meet him in the parts of the prison to which they respectively belong.

2.—*The Schoolmaster.*

General Duty.

1. He shall not reside in the prison, and must be a married man. He shall superintend the Schools in every part of the prison, and shall see that such instruction as the Chaplain shall direct, shall be given to the prisoners in their cells, or assembled in their several Wards under orders given by the Governor for that purpose to the Taskmasters or Taskmistresses of the different Pentagons.

To keep lists of prisoners; and see that the directions of the Chaplain in regard to the instruction of the prisoners are executed.

2. He shall keep lists of the prisoners in each Ward, distinguishing those who are taught to read and write, from those who learn reading or writing only, shall notify to the Monitor what the different individuals are to learn, and in what manner the lessons are to be given; and shall take care that the Chaplain's directions on this head shall be regularly executed.

To distribute

3. He shall supply the different Schools with books

and stationery, with the former of which he shall be furnished by the Chaplain, and the latter he shall receive by the Chaplain's written order from the Steward. His accounts of the receipt of these articles, and of the manner in which they shall have been distributed or read, shall be regularly kept and inspected from time to time by the Chaplain and Secretary.

books and stationery in the schools.

4. In case of any disturbance or disorder in the Schools, he shall call upon the Warder of the Ward, or other officer present while the prisoners are at School, to maintain his influence and authority, and may require that officer to send into their cells any prisoners, who shall be inattentive to the instruction given, or shall in any manner misbehave in School; and the names of such prisoners shall be entered in the Warder's report, and shall be reported by the Taskmaster or Taskmistress, to the Governor or Matron, on the following morning, who shall confer with the Chaplain thereupon, previous to the infliction of such punishment, as the offence may appear to deserve.

To call upon the Warders to keep order in the schools.

5. He shall assist the Chaplain during the part of the day in which he shall not be employed in the Schools, by drawing up or copying such papers or statements concerning the prisoners as he may require; and in particular by preparing lists of such prisoners as have had leave to see their friends, or may ask for such indulgence.

To copy papers or statements for the Chaplain.

6. He shall be occasionally sent out by the Governor or Chaplain to make inquiries concerning the friends and connexions of prisoners still in confinement, or of persons discharged from the prison, or convey such communications as there may be occasion to make to persons who may take an interest in any of the prisoners; but he must scrupulously abstain from being the bearer of any article, letter, message, or other communication between the prisoners and any of their friends, as the discovery of his

To assist the Governor or Chaplain in making inquiries out of the prison but not to be concerned in carrying on communications between prisoners and their friends.

being concerned in any such act, will inevitably be followed by his dismissal from the Penitentiary.

To act as Clerk
in the Chapel.

7. He shall act as Clerk in the Chapel, shall attend on the Chaplain at the Vestry, before and after divine service, and on all occasions in the discharge of this duty either in the chapel, or at the burial ground; and shall see that the chapel, surplices and books, are kept in a proper state and ready for the use of the Chaplain.

Not to leave
the prison
during hours
of attendance
without leave.

8. He shall not leave the prison without the permission of the Governor, during the hours of his attendance, which shall be settled by the Committee.

3.—THE MEDICAL SUPERINTENDENT.

To superintend
the Medical
Department.

1. He shall have the general care of the health of the prisoners, shall see that the resident Surgeon does his duty, giving him such directions from time to time in regard to the treatment of the sick, either generally or in particular cases, as he may think proper, and shall communicate to the Committee, or the Governor, any circumstance connected with the prison, or with the management or mode of life of the prisoners, which shall appear to him to require consideration.

To visit Infir-
maries twice a
week, and at-
tend daily in
dangerous
cases.

2. He shall visit the patients in the Infirmeries two days in every week, accompanied by the resident Surgeon; and in difficult and dangerous cases, he shall attend as often as the emergency of the disease may require. He shall also call in further medical assistance in any case in which he shall think it expedient so to do.

To inspect the
prisoners, and
see them on the
first Monday in
every month.

3. He shall, on the first Monday in every month, or as soon after as may be convenient, in conjunction with the Surgeon, inspect every part of the prison, for the purpose of ascertaining that it is kept clean and in a proper state, and shall see every prisoner upon such occasions.

4. He shall, occasionally, visit the several kitchens, and inspect the quality of the provisions, and on receiving information from the Governor of any complaint from the prisoners, or any dissatisfaction on their part respecting their provisions, he shall, in conjunction with the Surgeon, examine into the same, and report thereon to the Visitor.

To examine provisions on complaint.

5. He shall report in writing to the Committee, quarterly, or oftener if called upon so to do, the general state of the health of the prisoners; and if a prisoner shall be afflicted with any disorder in which change of air shall appear to be necessary to preserve his or her life, or from which the patient is not likely to be sufficiently recovered to quit the Infirmary, during the time for which he or she shall have been sentenced to confinement in the Penitentiary, he shall state the circumstances of the case to the Committee, in order that they may consider of the propriety of bringing such prisoner under the notice of the Secretary of State, as a fit object of the Royal Mercy.

To report quarterly on health of prison, and to state particular cases to the Committee.

6. He shall carefully examine the Report which the resident Surgeon is directed to make after the death of every prisoner, and shall lay the same before the Committee, with such remarks as he may think fit to add thereto.

To examine Surgeon's report of the death of prisoners.

7. He shall sign, as approving thereof, every demand for medicine and wine, to be kept in store for the use of the sick, and he shall receive regularly at such times as he shall think fit to direct, from the Surgeon, an account of all medicine, wine, beer, milk, fish, fruits, &c. with the names of the patients for whom such articles have been ordered, and the quantity consumed by each. He shall also examine and sign the accounts of such expenditure, in which he shall be careful to check all waste and abuse.

To sign demands, examine accounts, and check waste.

8. He shall assist to the utmost of his abilities in carrying into effect all the Regulations which may be established by the Committee, for maintaining good order

To assist in keeping order.

on the part of all persons within the walls of the Penitentiary; and shall report to the Committee any irregularity in the Infirmary which may come to his knowledge, or any difficulty or obstruction which he may meet with in the performance of his duty.

4.—THE SURGEON.

His qualification.

1. HE shall be competent to discharge the duties of Surgeon, Apothecary, and Man-midwife, and be a Member of the Royal College of Surgeons, or an Army or Navy Surgeon of not less than ten years standing; he shall attend all sick prisoners and also inferior officers or servants of the prison; he shall be resident in the prison, and he shall not have any professional practice without the walls.

Examination of all prisoners admitted.

2. He shall examine all prisoners on their first being brought to the prison, and ascertain that they are respectively in a state of health to be safely placed amongst the other prisoners, and shall certify the same to the Governor; but in case he shall report any prisoner as unfit to be so placed, such prisoner shall be ordered by the Governor to be sent to the Infirmary.

Daily visits to every ward of the prison; to supply prisoners with medicine in their wards, or order them to be removed to the infirmary.

3. He shall go daily through every ward of the prison occupied by the prisoners, for the purpose of receiving communications from such prisoners as may feel themselves unwell, and of paying attention to such as may appear to him out of health, although they may not complain; and he shall either supply prisoners with medicines in their wards, or direct them (by a written order to the Taskmaster or Taskmistress) to be removed to the Infirmary at his discretion, reporting every such order of removal to the Governor or Matron without delay. He shall also report to the Governor or Matron, any occasion that may arise for varying the diet or treatment of any prisoner not removed to the Infirmary, that the Governor or Matron may give directions accordingly, and he shall examine all the prisoners from time to time, so as to ascertain that they are clean in their persons.

To report occasional change of diet to prisoners not in the Infirmary.

4. He shall, on receiving notice from the Governor or Matron, of the punishment of any prisoner for any offence committed within the prison, either by close confinement, or by change of diet, pay particular attention to such prisoner, and shall see and converse with any such prisoner at least once in every day while such confinement or change of diet shall be continued.

Prisoners under punishment to be particularly attended to.

5. He shall occasionally inspect every part of the building (and in particular the night cells of the second class, the cells used for the confinement of the prisoners for prison offences, and the privies), for the purpose of seeing that proper attention is paid to cleanliness and ventilation ; and he shall frequently visit the kitchens at such times as may be convenient, for the inspection of the provisions dressed and undressed, reporting thereupon to the Governor or Matron when necessary.

Occasionally to inspect every part of the prison where prisoners are confined ; to visit the kitchens, and inspect the provisions.

6. He shall keep a Journal, in which he shall enter the names of all the prisoners in the Infirmarys, and of all those who are receiving medicines or other articles appropriated to the use of the sick in the adjoining pentagons, together with the complaints and medical treatment of such prisoners, and such observations as the case of each may seem to require. Also the date of every removal to the Infirmary, (and whether the same took place by his order, or by authority of the Taskmaster or Taskmistress, in consequence of sudden indisposition,) and of every discharge therefrom. He shall also state daily in such Journal the number of prisoners in each Infirmary, and the number under medical treatment in each pentagon.

To keep a Journal.

7. When the prisoner shall have so far recovered his or her health, as to be in a proper condition to quit the Infirmary and return to his or her employment, the Surgeon shall order the Warder or Nurse of the Infirmary to remove the prisoner back into the prison, and shall report every such order to the Governor or Matron.

To order prisoners from the Infirmary.

Orders of removal to be on printed forms.

Orders of removal to and from the Infirmary shall be on printed forms, stitched in a book, (similar to the Demand Books used in the pentagons,) from which the part of the leaf containing the order shall be cut off, and a corresponding entry made on the duplicate part of the leaf; and every such order shall be given to the Taskmaster of the pentagon to which the prisoner belongs. Orders of removal to the Infirmary shall be delivered by the Taskmaster or Taskmistress, with the prisoner, to the Warder of the Infirmary, who shall paste them in a Guard Book, and shall afterwards note on them the day on which the prisoner goes back into the pentagon. Orders for the removal of prisoners from the Infirmary shall be filed by the Taskmaster or Taskmistress, after being shewn to the Warder of the Infirmary, as his or her authority for demanding the prisoner.

List of extra provisions for the sick prisoners, to be given in to the Secretary every Monday morning.

8. He shall give in to the Secretary, for the information of the Committee, every Monday morning, a list made up to the Saturday preceding, of articles not coming within the description of necessaries, such as wine, beer, milk, fish, fruit, &c. with the names of the patients for whom such articles have been ordered, and the quantities consumed by each during the week; and he shall furnish such lists regularly to the principal Medical Superintendent, at such times as he may direct.

Empty bottles and phials to be returned to the Steward, and a bottle account to be kept with the Taskmasters.

9. He shall take care that all empty bottles, phials, pots, jars, and boxes, are sent back from the Infirmary to the Steward, in order that the same may be returned to the parties from whom wine or medicine may have been purchased; and for this purpose he shall keep a regular bottle account with the Taskmasters and Taskmistresses, at the towers of the several pentagons.

Monthly Report.

10. He shall lay before the Committee, a report on the health of the prisoners, after every monthly inspection made with the Medical Superintendent.

11. He shall insert such information as he may be able to procure by inquiry from the prisoners themselves, or from others, respecting the general health of each prisoner before his admission into the Penitentiary, and his liability to be affected by any constitutional, hereditary, or chronic disease, in a book to be called the "Medical Character Book," and kept upon the plan of the Governor's and Chaplain's Character Books, having a distinct head opened for each prisoner, in which book an account shall be entered, from time to time, of the treatment pursued, and medicines administered in every case of sickness, real or imaginary, or feigned, that may occur among the prisoners. The Journal and Character Books to be laid before the Committee at every meeting.

A Medical Character Book.

12. He shall, after the death of every prisoner, send a written report to the Medical Superintendent (to be transmitted by him to the Committee) containing the following particulars; viz. at what time the deceased was taken ill; when the circumstance was first communicated to him; when the complaint assumed a dangerous aspect; when the Medical Superintendent was first applied to, and when he first saw the deceased, with the opinion he formed of the case upon the occasion; when the prisoner died; when the Coroner sat, and what observations (if any) were made by him or the Jury upon the subject.

To report on the death of any prisoner.

13. He shall see any inferior officer or servant of the Establishment who may be unwell, and report upon the nature of his or her illness to the Governor or Matron; he shall also visit any male inferior officer or servant who may have leave of absence on account of ill health, provided such officer or servant shall continue in the neighbourhood of the Penitentiary; and shall report from time to time to the Medical Superintendent and the Governor on the state of his health, and his ability to return to his duty.

To see inferior officers when unwell, and report to Governor or Matron.

14. When any cases of danger or difficulty may occur,

To report cases of danger, &c.

to the Medical Superintendent. he shall report the same to the Medical Superintendent without delay ; shall attend him whenever he shall inspect the prison, and shall on all occasions conform to his directions.

Supply of Medicines, &c.

15. He shall send demands for such articles as may be requisite for the use of the Infirmary, upon a printed form, to the Governor, who shall give an order to the Steward to procure the same. (Medicines, for which, as well as for all kinds of surgeon's instruments, an order of the Committee is necessary, shall be procured from the Apothecaries Hall.) He shall not supply medicines to superior officers, or to any person or persons belonging to their families.

Deputy.

16. If prevented from attending his duty from illness or other unavoidable cause, he shall procure an unexceptionable deputy, who shall be a member of the College of Surgeons, and shall give immediate information of the same to the Medical Superintendent, the Governor, and to the Visitor.

5.—THE STEWARD.

Custody and delivery of goods.

1. HE shall be resident in the prison, and shall not be concerned, either directly or indirectly, in any business, occupation or employment whatsoever, other than such as belongs to the duties of his office ; he shall receive, examine, and take account of, all stores connected with the victualling, clothing, &c. of the prisoners, as well as all coals, candles, and supplies of every description, to be issued to the several officers and servants belonging to the prison, reporting to the Governor any defect in quality, or deficiency in the weight or measure of any such articles, and taking the Governor's directions as to the manner in which he is to proceed thereupon. It is also his duty to deliver and serve out, at the time or times he may be directed so to do, the bread and other rations to those entitled to receive the same, keeping regular accounts in

books of all articles received or delivered out by him ; and he shall be responsible for all deficiencies. He shall give such security, before he shall enter upon the duties of his office, as the Committee shall require. To give security.

2. All stores, except coals or articles brought by water, shall be delivered in before eleven o'clock in the forenoon ; all articles of weekly distribution shall be applied for at the Steward's office on such days and at such hours as shall be fixed by a written order to be issued by the Governor ; all articles of casual or occasional distribution may be applied for on any day between the hours of nine and twelve ; in cases of necessity, applications may be made at any time. A survey of stores shall take place at the end of every year, and an inventory thereof, certified by the Governor, and signed by the Steward, shall be returned to the Secretary within eight days after the 1st of January in each year ; and the remains of all broken, useless or damaged stores, shall be delivered in to the Steward at the time of the delivery of new stores to replace them, and he shall account for the same. Delivery and survey of stores.

3. The Steward shall keep all Books of Accounts which he may be required to keep by the Governor ; and all demands made upon him shall be on printed forms, which shall be kept as vouchers. He shall make demands upon the Governor, by entries in a book, for all articles and stores required in his department, particularizing on all such demands, for the information of the Governor, the quantities (if any) of the articles demanded then remaining in store : he shall receive, examine, and take account of, all articles and stores ordered in pursuance of such demand, by the Governor, when brought into the prison, and shall enter the particulars thereof in proper books, but shall reject or report to the Governor, any articles which are not of a proper quality, or not according to order. He shall also enter in his accounts, and deliver to the Chaplain any books ordered by him for the use of the Establishment ; and shall receive, enter and deliver To keep Books of Accounts.

to the Surgeon any medicine ordered by the Committee from Apothecaries Hall. He shall take care that all empty bottles, phials, pots, jars and boxes received back from the Infirmary, and all bottles, in which wine shall have been furnished for the use of the Chapel, are duly returned to the proper parties, and that the usual allowances are made in the bills for the articles so returned.

To deliver
bread to the
Cooks.

4. The bread, or other provisions for the prisoners, shall be delivered to the Cooks in the several Kitchens, accompanied by notes, stating the quantities thereof.

Weekly
accounts to
be given in to
the Secretary.

5. He shall give in to the Secretary every Monday morning, an account of the provisions consumed in the preceding week, made up to the Saturday evening preceding, with a statement of the number of prisoners, male and female, on full or reduced diet, and the number and description of officers and servants dieted; also an account of all articles issued for the use of the Infirmaries during the week, or to any officer within the prison.

To keep a cor-
rect inventory
of furniture.

6. He shall keep a correct inventory of all furniture, as well of that which is appropriated to the use of each officer, as of that which is in use in any other part of the prison, including the cells, to be signed by the several parties; and a survey of the same shall take place at the end of each year, the return of which, signed by the respective officers, and certified by the Governor, shall be given in to the Secretary within eight days after the 1st of January; and all officers shall be responsible for the fixtures and furniture allowed them, and shall be charged with the damage, if they shall be injured beyond reasonable wear.

Management
of the Garden.

7. He shall consider the care of the garden as coming under his department, and shall take such measures for the management of it, under the directions of the Governor, as may be expedient. He shall pay the wages of the gardeners and labourers employed therein, and shall examine the Gardener's account of the produce of the

garden, and of the disposal thereof, kept in the "Garden Book," once a week, signing the same, if approved, to certify the correctness of such account. He shall also pay the Smith his weekly salary.

Gardener's
and Smith's
wages to be paid
by him.

8. He shall keep a petty Cash Book, in which he shall enter the amount of sums paid for the postage of prisoners' letters (which he shall pay weekly to the Outer Porter under the direction of the Governor) and all such other payments as he may make under these Rules and Regulations, or under the Governor's special order, out of money advanced to him for that purpose by order of the Committee; and he shall take care to apprise the Secretary, before every meeting of the Committee, what advances will be wanted.

Petty Cash
disbursements.

9. He shall not leave the prison without apprising the Governor, or, in his absence, the Master Manufacturer, of his intention, and receiving his verbal permission to go out.

To give notice
to the Gover-
nor before
leaving the
prison.

IV.—SERVANTS.

1.—*The Porters.*

1. THERE shall be Three Porters; the *Outer Porter*, or Porter of the gates at the Lodge; the *Inner Porter*, or Porter of the gates leading into the Prison; and the *Porter of the Female Gate* stationed at the entrance of the part of the building occupied by Females.

Number of
Porters, and
stations.

2. *The Outer Porter*, or Porter of the Lodge, shall open his gates for the admission of persons having business within the walls at such hour in the morning as the Governor shall from time to time direct.

Outer Por-
ter to open
his gates when
the Governor
shall direct.

3. He shall be allowed one half hour for breakfast,

Hours of

meals; not to
be absent
from his
gates.

from nine to half-past nine, and one hour, from two to three, for dinner; during which time one of the Patroles shall have charge of the gates; but he shall not leave his gates at any other time during the day, (except to attend Chapel, and perform the duties required by paragraphs 15 and 16 of these instructions,) without a written order from the Governor. His daily rations shall be brought from the Steward's office with those of the Patroles. The Patrole who shall take charge of his gates during the times allowed for his meals, shall also be attached to that gate during the whole of that day, till the ringing of the last bell; and all communications, which it shall be necessary to make from the Lodge to the interior of the prison, shall be conveyed by such Patrole to the inner gates, to be either forwarded from thence through the Patrole attached to those gates, or carried forward, in case of his accidental absence, by the same Patrole, to the Governor or other person to whom they are to be made.

To hang up
lists of offi-
cers and in-
mates.

4. He shall hang up the Lists of all the Officers of the Establishment, and of all the inmates of their several families, with which he shall be furnished by the Governor, and shall make such alterations in them from time to time as the Governor may direct.

Not to allow
certain offi-
cers or ser-
vants to pass
out without
Governor's
order.

5. He shall not allow any inferior officer or servant of the establishment, residing within the prison, or in the lodge, to pass out through his gates, without producing a written order from the Governor; and he shall receive and file all orders of that description. He shall also enter the time at which such officer or servant shall go out, the time mentioned in the order for his return, and the time of his actual return, provided he shall come in again before ten o'clock at night, in the book provided for that purpose. He shall also enter the names of all strangers coming to visit inferior officers, in a book, with the length of their stay, upon such visit.

To allow cer-
tain persons
to pass in and

6. He shall allow those persons in the service of the establishment, who do not take their meals within the

walls, such as gardeners, persons employed to cut out work for the prisoners, &c. &c. to pass in and out, at such times as shall be specified in orders issued respecting such persons or classes of persons by the Governor.

out, at such times as the Governor shall direct.

7. He shall enter the name of every officer or inmate of the prison who may come in after the hour of ten at night in the proper book, which he shall deliver to the Secretary on every Committee day, to be laid before the Committee, and shall report every such entry to the Governor the next morning, when he gives up the charge of the gates to the Patrole at nine o'clock. He shall also enter the name of every stranger quitting the prison after ten o'clock at night, in the same book, and report such entry to the Governor. He shall also report every inferior officer who may be absent from the prison at ten o'clock, to the Inner Porter, to be reported by him to the Governor as soon as the chapel clock shall have struck that hour.

To enter the names of persons coming in after ten o'clock in a book.

8. He shall not admit any stranger after ten o'clock at night, without the Governor's special orders: but, in case of an application to open the gates at a later hour, from a stranger wishing to communicate with a person within the prison on any particular emergency, he shall apply for orders to the Governor.

Not to admit strangers after ten without Governor's order.

9. He shall not admit any persons to expose articles for sale within the prison, nor suffer articles to be brought in, which have not been ordered for the use of some persons residing therein.

Not to admit persons to expose articles for sale.

10. He shall carefully keep in the drawers provided for that purpose the written orders, signed from time to time by the Governor and Chaplain, for the admission of prisoners' friends, and shall permit the persons named therein to pass (giving them the orders to produce at the next gate) on such days, and at such times as may be stated in the orders, or fixed by some general order by the Governor: and he shall admit, any time before the hour at which prisoners shall be locked up, any persons

To keep orders signed for the admission of prisoners' friends.

bringing an order to see a prisoner in the Infirmary, unless some particular time shall be mentioned in the order.

To admit carriages of certain persons.

11. He shall admit the carriages and horses of members of the Committee, or of other persons coming to the Governor, Chaplain or Matron, and carts coming on business, or bringing any thing for the superior officers.

To be relieved occasionally after the ringing of the last bell by a Patrole. The person on duty to sit up till half-past ten for an inferior officer, and later for a superior officer.

12. He will in general be relieved on every second evening, soon after the ringing of the last bell, by one of the Patroles named by the Governor for that purpose, who shall execute the Porter's duties till ten o'clock, and shall then retire to rest in the Patrole's room, leaving the key of the gate in the lobby, and shutting the spring locks of the gates through which he shall retire from the gate. But, if the Patrole on this duty, or the Porter, shall be aware that any of the officers or other persons resident within the prison, shall not be returned at ten o'clock, he shall sit up for an inferior officer till half-past ten, and for a superior officer, or any part of his family, so long as he or she shall be expected to come in. If, however, any officer or other person residing within the prison, shall apply at the gate for admission after the Patrole shall have left the gate, as it may be presumed that the lateness of the return to the prison of the person so applying must have been occasioned by illness, or some other accidental cause, the Porter shall get up and let in the party, reporting such occurrence to the Governor on the next morning, and entering it in the book mentioned above.

To pay for letters.

13. He shall pay for, and put into the proper boxes, all letters directed to the inferior officers or prisoners, male and female, with lists of the postage paid for each letter; which lists he shall receive back weekly from the Steward, together with the amount of the sums entered therein.

To preserve Governor's orders.

14. He shall paste all orders received from the Governor of which the operation is to continue beyond

the day on which they are given, in the book provided for that purpose, filing all those which shall be completely executed on the same day on proper files.

15. He shall attend to the raising and lowering the sluices at the proper time of the tide, and shall examine and report to the Governor the state of the pipe through which the water is conveyed from the river to the tank for the use of the prison.

To attend to sluices.

16. He shall keep the bath-room clean, and in a fit state for bathing prisoners when they are received into the prison, and shall see that it is not used for any other purpose, unless by a written order, and he or the Patrole on duty with him shall heat the bath when required.

To attend to bath-room.

17. *The Inner Porter* shall ring the prison bells at such times and on such occasions as shall be directed by the Rules and Regulations of the prison, and shall open his gates for the admission of persons having business within the prison, immediately after the first bell ringing, unless otherwise directed by the Governor.

Inner porter to ring bells.

18. He shall be allowed one half hour for breakfast, from nine to half-past nine o'clock, and one hour for dinner, from two to three, during which times one of the Patroles shall have charge of the gates. But if there shall be occasion to make any communication from the gate to any of the superior officers during such times, the Porter must resume his keys while the Patrole shall be absent for that purpose; and he shall not leave his station except during his meals, without a written order from the Governor. His daily rations shall be brought from the Steward's office with those of the Messenger.

To give charge of gate to a Patrole while at his meals.

19. The Patrole, who shall take charge of the inner gates during the time allowed for the Porter's meals, shall also be in attendance at those gates during the whole of

Patrole to be in attendance at the inner gates to convey communications

from these gates to the Governor and Chaplain to or from the Taskmasters' Towers.

the day between the ringing of the first and last bells, for the purpose of conveying such communications as it may be necessary to make from that gate to the superior officers, or from the Governor or Chaplain to the Taskmasters' Towers; and he shall take his breakfast and dinner in the Messenger's room, while he shall be on this duty, that he may be always at hand for the performance of it. In case of his temporary absence from these gates, when any communication shall be brought from the Lodge, the Patrole bringing the same shall be sent forward with it to the person to whom it may relate.

To hang up lists of officers and inmates.

20. The Inner Porter shall hang up the list of all the officers of the establishment, and of all the inmates of their several families, with which he shall be furnished by the Governor, and shall make such alterations in them from time to time as the Governor may direct.

Not to allow certain officers to pass his gate without the Governor's order.

21. He shall not allow any inferior officer, attached to any of the Pentagons, to pass out through his gate, without producing and showing a written order for that purpose from the Governor.

To keep lists of officers going out on leave.

22. He shall keep a list of all inferior officers or servants residing in the prison, who shall go out on leave, so as to be able to know whether they shall all have returned through his gates at ten o'clock at night.

To enter names of persons coming in after ten at night in a book.

23. He shall enter the name of every officer or inmate of the prison, who may come in after the hour of ten at night, in the proper book, which he shall deliver to the Secretary on every Committee day, to be laid before the Committee, and shall report every such entry to the Governor the next morning, when he gives up the charge of the gate to the Patrole at nine o'clock. He shall also enter the name of every stranger quitting the prison after ten o'clock at night, in the same book, and report such entry to the Governor.

Not to admit

24. He shall not admit any stranger after ten o'clock

at night without the Governor's special order; but in case of an application to open the gate at a late hour from the Outer Porter, or one of the Patroles, he shall apply for orders to the Governor.

strangers after
ten at night
without Gover-
nor's order.

25. He shall not admit any persons to expose articles for sale within the prison, nor suffer articles to be brought in, which have not been ordered for the use of some person residing therein.

Not to admit
persons to ex-
pose articles for
sale.

26. He shall admit prisoners' friends bringing orders for their admission, signed by the Governor and Chaplain, from the outer gate, provided they apply at his gate on such days, and at such times as shall be appointed by the Governor, for that purpose, and shall admit, at any time before the hour of locking up, any person bringing an order to see a prisoner in the Infirmaries, unless some particular time shall be mentioned in the order.

To admit pri-
soners' friends
with orders.

27. He shall admit the carriages of members of the Committee, and of other persons coming to the Governor, Chaplain, or Matron; but shall not admit any carts without an order in writing from the Governor, Master Manufacturer, or Steward.

To admit car-
riages, but not
carts.

28. He will in general be relieved on every second evening, soon after the ringing of the last bell, by one of the Machine-keepers, named by the Governor for that purpose, who shall execute the Porter's duties till ten o'clock, and shall then retire to rest, leaving the key of the gate in the lobby, and shutting the spring locks of the gates through which he shall retire from the gate; but if the person on this duty shall be aware that any of the officers, or other persons resident within the prison, shall not be returned at ten o'clock, he shall sit up for an inferior officer till half-past ten, and for a superior officer, or any part of his family, so long as he or she shall be expected to come in. If, however, any officer or other person residing within the prison, shall apply at the gate for ad-

To be relieved
occasionally
after the ring-
ing of the last
bell by a Ma-
chine keeper.

To sit up till
half-past ten
for an inferior
officer, and
later for a supe-
rior officer.

mission after the gate shall have been left, as it may be presumed that the lateness of the return to the prison of the person so applying must have been occasioned by illness, or some other accidental cause, the Porter shall get up and let in the party, reporting such occurrence to the Governor on the next morning, and entering it in the book mentioned above.

Not to admit the friends of inferior officers till after the last bell.

29. He shall not admit the friends of any of the inferior officers until after the ringing of the last bell, but he may take in and keep for such officers any articles which may be brought for them at any time, and if the friends of any such officer shall wish to communicate to them, without delay, upon any particular business, he may admit them, to make application to the Governor for that purpose.

To preserve Governor's orders.

30. He shall paste all orders received from the Governor, of which the operation is to continue beyond the day on which they are given, in the book provided for that purpose, filing all those which shall be completely executed on the same day, on proper files.

Porter of the Female Gate to ring his bell as soon as he shall hear the bell ring by Inner Porter.

31. *The Porter of the Female Gate*, stationed at that part of the prison occupied by females, shall always ring his bell as soon as possible after he shall hear the bell rung by the Inner Porter, in order that the notice given by the Inner Porter's bell may be immediately communicated to every part of the prison occupied by the females, and shall open his gate as soon as the first bell shall have rung.

To hang up lists of officers, and enter their names when coming in late.

32. He shall hang up lists of the officers residing within his gates, and shall enter in a book the name of any such person coming in after ten o'clock. He shall also report to the Matron the name of any such person who shall not be within his gates at that time.

Not to permit certain officers to pass without orders.

33. He shall not permit any of the Female Warders to pass his gates during the hours of work, nor any inferior officer whatever after that time, unless they show

an order, signed by the Governor or Matron, for that purpose.

34. He shall not admit the friends of inferior officers during the hours of work, but may take in any article brought for their use.

Not to admit friends of inferior officers during the hours of work.

35. He shall admit prisoners' friends, bringing orders for their admission, signed by the Governor and Chaplain, from the outer gates, provided they apply at his gate on such days, and at such times as shall be appointed by the Governor for that purpose; and shall admit, at any time before the hour of locking up, any person bringing an order to see a prisoner in the Infirmary, unless some particular time shall be mentioned in the order.

To admit prisoners' friends with orders.

36. The Porters shall endeavour, to the utmost of their power, to prevent the embezzlement of any property belonging to the prison; they shall stop any person whom they shall suspect of bringing in spirits, or other articles for the prisoners, or carrying out any property belonging to the prison, giving immediate notice of such proceeding to the Governor, who shall give such directions, in regard to searching the suspected person, as he shall think necessary. They shall report as soon as possible to the Governor any irregularity or misconduct on the part of officers, or others connected with the prison, which may come to their knowledge, or any obstruction they may meet with in the performance of their duty.

Porters to prevent embezzlement; to stop persons in certain cases; to report any irregularity.

2.—*The Patroles.*

THERE shall be four Patroles, who shall be resident within the prison; their stations, when on night duty, shall be between the prison and the outer-wall; and they shall by day perform such other duties as may be required by them. One of the Patroles shall be appointed Serjeant Patrole, who shall report to the Governor any irregularities in the behaviour of the rest, and shall be answerable for the general conduct of that department.

Number and general duties.

3.—*The Messenger.*

His general
duties.

1. HE shall have the care of the Committee room and Secretary's office, and shall obey the orders of the Governor, or the Master Manufacturer, when he shall have charge of the prison, and of the Secretary ; but he is not to be under the direction of any other officer, and is to be in attendance at all meetings of the Committee, or of any Sub-Committee.

To attend on
Chaplain.

2. He shall prepare the chapel for the Chaplain on a Sunday, and shall attend him there.

4.—*The Gardener.*

To receive
directions from
Steward.

1. He shall take his directions, as to all matters relative to the management of the garden, from the Steward, to whom he shall render a regular account of all vegetables supplied for the use of the prison, or sold by him by authority of the Governor.

Labourers to be
paid by Steward

2. The Governor shall direct what number of labourers shall be employed in the garden, who shall be paid weekly by the Steward, and shall be occasionally employed in doing duty as Patroles, in case of any deficiency in that part of the establishment.

5.—*The Smith.*

To examine the
mills, water
machines, and
pipes and reme-
dy or report any
defect therein.

1. He shall examine under the Governor's direction, such parts of the mills for grinding corn, and machines and pipes for raising and supplying water, as may from time to time be reported to be out of order, and shall remedy or remove the defects or obstructions therein, unless the same shall be such as to require the assistance of other workmen, in which case he shall state to the Governor the nature and extent of the evil, to be corrected without delay. He shall also clean out the cisterns in the Pentagons, occupied by the female prisoners, but he shall not go into any of the Pentagons without a written order from the Governor.

2. He shall have the sole charge of the moat, on the outside of the boundary wall, and of the two tanks in the garden, and under the Taskmaster's Tower of Pentagon 6, and shall turn the water on and off for cleansing and supplying the moat, and the tanks, at such times as may appear to him to be proper, or as shall be directed by the Governor, and shall be employed occasionally in other work about the prison, as the Governor shall direct.

To have charge of the moat and tank.

LABOURER IN TRUST.

1. The Labourer in Trust shall go round the building and survey every part thereof once in every fortnight, on a day to be fixed by the Governor, and shall report the result of such survey to the Governor, noticing any circumstance which may require to be attended to, agreeable to the printed form in the Governor's office. He shall also consider it to be his duty to come without delay to the Governor whenever he may be sent for.

To survey the Building, and report to Governor once in every fortnight.

2. He shall make such arrangements in regard to any other employment which he may undertake, as will not prevent the due execution of his duties at the Penitentiary.

Other employment not to interfere with his duty at the Penitentiary.

3. He shall receive directions from the Governor for work to be executed in and about the premises, and see to the execution of the same, and shall act as Clerk of the Works on all occasions in which workmen are employed, giving such attendance as may be necessary for that purpose.

To see work executed about the premises, and to act as Clerk of the Works when Tradesmen are employed.

4. He shall get in, examine, and deliver to the Governor, all vouchers for work done by such workmen at the end of every week, that the Governor may have an opportunity of seeing the same, and may sign them before the bills are made out. He shall take care to apprise all tradesmen employed in his department, that they are to deliver their voucher to him as soon as the work shall be completed; and that in case of their neglecting so to do within six days after the completion thereof, they will not be again employed.

To examine vouchers of work done, and deliver same to the Governor at the end of every week.

V.—THE PRISONERS.

Reception of
Prisoners.

1. EVERY Prisoner brought to the Prison shall be placed, if a Male, in the reception room in the Lodge appropriated to Male Prisoners ; and if a Female, in that allotted to Females, until he or she shall have been examined by the Surgeon. Notice of the Prisoner's arrival shall be given without delay to the Governor, who shall send to the Surgeon to attend the lodge, for the purpose of such examination. The Prisoner shall have his or her hair cut short, and shall be bathed or washed and cleansed, as the Surgeon shall direct, (if a Female, in the presence of Females only ;) and the clothes with which he or she shall have come into the Prison, shall be burned, if foul or unfit to be preserved, or otherwise shall be sold, at the discretion of the Governor, who shall enter in a book, to be signed by the Porter as witness, intituled, " The Prisoners' Property Book," to the credit of the Prisoner, the produce of such sale, as well as the amount of any money, or the description of any articles of value found upon the Prisoner, which money or articles the Governor is hereby required to take into his possession, to be accounted for or returned to such Prisoner when he or she shall be discharged from the Prison ; but any such money or articles, or any clothes, brought in by the Prisoner (other than the clothes in which he or she shall have been clothed when coming into the Prison) may, at any time during the Prisoner's confinement, be delivered to his or her friends, with the approbation of the Committee or of the Visitor for the time being, under an authority, signed by the Prisoner, and attested by the Chaplain ; and the date of such delivery shall be noted in the Governor's Journal, and

Property
brought into
the prison, how
to be disposed
of.

an entry made thereof (which shall also be attested by the Chaplain) in the Prisoners' Property Book. The entries in such book, describing the Prisoner's property, shall be signed by the Prisoner; and all such articles as shall be kept for any Prisoner, shall be made up into parcels to be docketed with the name of the Prisoner to whom they respectively belong, and shall be kept in a distinct place to be appropriated for that purpose. But all monies received by the Governor, on behalf of Prisoners as aforesaid, shall be paid over by him once a quarter, to the Steward, who shall debit himself with the amount of such sums in his petty cash book, as money advanced to him on account of the Establishment; entering the particulars thereof, as due to the respective Prisoners from the Establishment, in their several Accounts in the "Prisoners' General Account Book."

2. The Prisoners shall be divided into two classes, to be called "The First Class," and "The Second Class;" and (the time for which they are respectively ordered to be confined being for this purpose divided into two equal parts) they shall be severally ranked in the First Class, during the former part of such time, and in the Second Class, during the latter part. But the Committee may order a Prisoner, who shall appear to them to merit such an indulgence, to be transferred from the First Class to the Second, before the regular time of his or her continuance in the First Class shall have expired. The Committee may, on the other hand, remove from the Second Class into the First, any Prisoner reported by the Governor as guilty of any offence, for which (on account of the enormity of the same, or the repetition thereof,) the ordinary punishments of the Prisoners shall appear to them to be insufficient; and in case of such removal, the offender shall continue in the First Class until he or she shall be restored to the Second Class by order of the Committee, or until the term of his or her confinement shall be completed.

Prisoners to be divided into Two Classes; may be advanced for merit, and degraded for demerit.

To have a Notification of the Time for which they are confined.

3. A Notification shall be made to every Prisoner, of the time in which he or she shall be legally entitled to be removed to the Second Class, and of the period at which his or her imprisonment will expire, by the delivery of a paper in the following form, with the blanks properly filled up, within fourteen days after his or her entrance into the prison; viz. "No. (Name of the Pri-

"soner) You will be entitled to be removed into
"the Second Class, on the day of
"but you may be removed to the Second Class before that
"time, by order of the Committee, if you behave well; and
"you may at any time while you are in the Second Class,
"be sent back again into the First Class, in case of mis-
"conduct. You will have been imprisoned your full time
"on the day of but the Committee
"may report you to the Secretary of State, before that time,
"if they shall think fit, as an object of His Majesty's most
"gracious pardon. (In making such report, no regard will
"be paid to the solicitations of the Prisoner's friends, or of
"any person whatsoever.) Nothing will induce the Com-
"mittee to recommend you for the Royal mercy, except the
"utmost diligence in your work, and obedience to the offi-
"cers set over you; and, above all, the strictest attention
"to the good advice you will receive from the Chaplain."

Regulations as to the degree of separation between prisoners at night, and in the day-time.

4. All the Prisoners shall be kept in their several cells at night. The Prisoners of the First Class shall work in the same cells by day in which they sleep at night, but those of the Second Class shall, during the hours of labour, work in the larger cells provided for them, with such other Prisoners of the same class as shall be placed with them by the authority of the Governor, in the part of the Prison allotted to Males, or of the Matron, in the part allotted to Females. The Governor or Matron may respectively direct a Prisoner or Prisoners of the Second Class to be placed with a Prisoner of the First Class by day, for the purpose of instruction in any branch of manufacture; or may order any two or more Prisoners to be kept together, either by day or night, in case such deviation from the

ordinary rules of the Prison shall appear to them to be necessary or expedient, on account of the health or state of mind of one of such Prisoners ; but every such direction or order shall be in writing, and shall be entered in the Journal of the Governor or Matron, and reported to the Visitor. Every Prisoner in good health shall be kept separate and apart from all the other Prisoners, for five days after his or her entrance into the Prison (including the day on which he or she shall have been received,) in one of the cells appropriated to Prisoners of the First Class, without work ; and no officer of the Prison shall have access to such Prisoner during that time, except the Chaplain, the Governor, or (in case the Prisoner shall be a Female) the Matron, and the Warder by whom he or she shall be attended, who shall abstain, as far as may be practicable, from speaking to the Prisoner during such attendance ; but this regulation is not to prevent the Prisoner, in case of illness, from being attended by the medical officers, or from being sent to the Infirmary.

5. The allotment of time on week days for meals, work, &c. for the Male Prisoners, shall be as follows: At the first bell, which shall ring at half-past five from Lady-day to Michaelmas, and about day-break during the remainder of the year (according to a Table* to be framed under the direction of the Committee,) the Prisoners shall rise, and the doors of their cells shall be opened by the Warders, who shall see that the Prisoners under their care respectively are properly dressed, their hair combed, and such of them as stand in need of it, shaved, and shall conduct them separately, or in such manner and numbers as the Governor shall direct in each ward, to the places appointed for washing their hands and faces (soap and round towels being provided for their use;) immediately after such washing the Warders shall lock each prisoner into his proper cell. At the second bell, half an hour after the first (by which time the Prisoners shall have been so dis-

Hours of Meals,
Work, and
Exercise on
Week-days, for
male Prisoners.

* See Table, page 89.

posed of, and prayers shall have been read,) their hammocks being properly lashed up, or their beds made, they shall begin their work. At the third bell, which shall ring at such time as may be fixed by the Governor, with a view to the delivery of their breakfasts to the Prisoners at eight o'clock, the Prisoners appointed wardsmen, and any other Prisoner whose attendance may be directed by the Governor as hereafter mentioned, shall attend with two Warders at the kitchen door, to receive the breakfasts from the cooks, in the presence of a Taskmaster or his assistant. On the ringing of the fourth bell, at eight o'clock, the Prisoners shall have their breakfast. At half-past eight the fifth bell shall ring, and the Prisoners shall resume their work. At the sixth, or warning bell, which shall ring at such time as may be fixed by the Governor, with a view to the delivery of the Prisoners' dinner at one o'clock, the Warders and wardsmen, and such other Prisoners as the Governor may direct, shall attend in like manner to receive the dinners on the ringing of the seventh bell, at one o'clock. The dinners shall then be distributed to the Prisoners, and half an hour shall be allowed for dinner, after which they shall return to their work on the ringing of the eighth bell, at half-past one o'clock. The ninth bell shall ring, from the 21st of February to the 25th of March, at four o'clock; from the 25th of March to the 18th of April, at five o'clock; between the 18th of April and the 24th of August, at six; from the 24th of August to the 25th of September, at five; and from the 25th of September to the 20th of November, at four, at which bell the Prisoners of the Second Class will take air and exercise in the court-yards till the ringing of the tenth bell, which shall ring, from the 21st of February to the 25th of March, at sunset; from the 25th of March to the 18th of April, at six; between the 18th of April and the 24th of August, at seven; from the 24th of August to the 25th of September, at six; and from the 25th of September to the 20th of November, at sunset. At the ringing of this tenth or last bell, the Prisoners of the Second Class will return to their night cells, and those of the First Class will

leave off work. Between the 20th of November and the 21st of February, the ninth bell, which shall ring at sunset, shall be the last bell, and all the Prisoners shall leave off work, and have their suppers delivered to them in their night cells at that bell.

The Male Prisoners of each Pentagon shall be conducted into the court yard in which the machinery for raising water or grinding corn, shall be placed, for the purpose of working the Machine or Mill, in such order and for such time as the Committee shall direct;* but no Prisoner shall be employed at the Machine or Mill for a longer period than half an hour at one time, or for more than two hours in the same day; they shall be allowed to walk in their court yards after each turn at the Machine or Mill, when the weather will permit, for such time as the Committee shall direct, not exceeding twenty minutes; and the Prisoners of the Second Class, shall also be allowed to walk for any time not exceeding one hour, at the discretion of the Committee, once in each day.

The allotment of time on week days for meals, work, &c. for Female Prisoners, shall be as follows: At the first bell, which shall ring at half-past five from Lady-day till Michaelmas, and at about day-break during the remainder of the year, (according to a Table to be framed under the direction of the Committee) the Prisoners shall rise, and the doors of their cells shall be opened by the Warders, who shall see that the Prisoners under their care respectively are properly dressed, and their hair combed, and shall conduct them separately, or in such manner and numbers as the Matron shall direct in each ward, to the places appointed for washing their hands and faces, (soap and round towels being provided for their use,) immediately after such washing, the Warder shall lock each Prisoner into her proper cell. At the second bell, half an hour after the first, (by which time the Prisoners shall have

Hours of Meals,
Work, and
Exercise on
Week-days, for
Female
Prisoners.

* For this direction, see page 90.

been so disposed, and prayers shall have been read) their beds being made, they shall begin their work. At the third bell, which shall ring at such time as may be fixed by the Governor, with a view to the delivery of their breakfasts to the Prisoners at eight o'clock, the Prisoners appointed wardswomen, and any other Prisoners whose attendance may be directed by the Matron, shall attend with the Warders, at the kitchen door, to receive the breakfasts from the cooks, in the presence of a Taskmistress or her assistant. On the ringing of the fourth bell at eight o'clock, the Prisoners shall have their breakfast. At half past eight, the fifth bell shall ring, and the Prisoners shall walk for half an hour, and then resume their work. At the sixth, or warning bell, which shall ring at such time as may be fixed by the Governor, with a view to the delivery of the Prisoners' dinner at one o'clock, the Warders and wardswomen, and such other Prisoners as the Matron may direct, shall attend in like manner to receive the dinners, on the ringing of the seventh bell, at one o'clock. The dinners shall then be distributed to the Prisoners, and half an hour shall be allowed for dinner. The eighth bell shall ring at half-past one o'clock, at which time the prisoners shall walk for half an hour. The ninth bell shall ring, from the 21st of February to the 25th of March, at four o'clock; from the 25th of March to the 18th of April, at five; between the 18th of April and the 24th of August, at six; from the 24th of August to the 25th of September, at five; and from the 25th of September to the 20th of November, at four; at which time the Prisoners shall take air and exercise in the court yards, till the ringing of the tenth bell, which shall ring, from the 21st of February to the 25th of March, at sunset; from the 25th of March to the 18th of April, at six; between the 18th of April and the 24th of August, at seven; from the 24th of August to the 25th of September, at six; and from the 25th of September to the 20th of November, at sunset. At the ringing of this tenth or last bell, the Prisoners will return to their night cells. Between the 20th of November and the 21st of February, the ninth bell, which shall ring at

sunset, shall be the last bell, and all the Prisoners shall leave off work, and have their suppers delivered to them in their night cells at that bell.

6. The Governor or Matron may direct any Prisoner to be employed in rolling or weeding any of the court yards in their respective Pentagons, either because the yards shall require to be rolled or weeded, or because exercise of that description in the open air may be recommended by medical advice, for particular Prisoners; and with a view to employment in rolling the court yards, two iron rollers shall be kept in each of those in the third and fourth Pentagons, occupied by the Female Prisoners; and one in each of those in Pentagons 1, 2, 5, and 6, occupied by the Males.

Weeding and
keeping Court-
yards clean.

7. In case of bad weather the Prisoners may be allowed to take air and exercise in the Passages, under such arrangements as may be necessary to secure the thorough ventilation of every passage and cell during some part of the day, or they may be taken out into the courts for such time as the Governor or Matron may think proper, not exceeding the stated periods for air and exercise. The Prisoners when they take exercise shall walk in silence, and in such manner in each Pentagon and Class, as the Governor shall from time to time direct.

To exercise in
the Passages in
bad weather,
or in the Courts
at other than
the usual
hours.

The Committee may direct the Prisoners to take more air and exercise in their court yards, than is specified in rule 5, in case they shall think such increased quantity of air and exercise essential to the health of the Prisoners.

8. The Prisoners in the First Class Wards, shall attend School in their several wards on such days and for such length of time as may be settled by the Governor and Chaplain, after their supper, for which half an hour shall be allowed after the ringing of the last bell, unless such arrangement shall be found inconvenient, in which case the Committee will appoint some other time or times for

Prisoners of the
First Class to
attend Schools,
&c.

the Schools, before the ringing of the last bell. Those of the Second Class may be allowed lights in their cells, to be paid for out of their earnings, after they shall be locked up for the night, under such arrangements as may be framed for that purpose by the Governor, and approved of by the Committee. But this indulgence is only to be granted to such of the Prisoners of the Second Class as behave well; and if it shall be abused, or shall be found to be attended with material inconvenience, it will be prohibited altogether, by order of the Committee. Prayers shall be read every night and morning in each ward; and portions of Scripture selected by the Chaplain, shall also be read at least once a day in each ward, by Prisoners to be named by the Chaplain, at such times as may be settled between him and the Governor; but the Warder of the ward must always be present during the whole time of such reading.

Wardsmen and
Wardswomen,
how to be
selected, and
their Duties.

9. Wardsmen and Wardswomen shall be selected by the Governor and Matron respectively, from among the more decent and orderly Prisoners of the Second Class, to attend to the cleanliness of the Prison, and to act in all cases as directed by the Warders or their superior officers. Immediately after the Prisoners go to work in the morning, the Wardsmen and Wardswomen shall clean every part of their respective wards, and every thing belonging thereto, as shall be directed under the orders of the Warder. The hammocks used by the Male Prisoners of the First Class shall be brought down into the yard, and opened by the Prisoners when they take air and exercise, on the Monday of every week, or on the first fine day subsequent thereto. Care should be taken that all the cells and passages be thoroughly ventilated, at least once in twenty-four hours; and that the cisterns in the part of the building occupied by Prisoners, be cleaned once a month during winter, and once a fortnight in the summer.

Those employ-
ed in Bake-
house and

In regard to such of the Male Prisoners as may be employed in grinding corn, baking, cooking, and other

domestic offices, or in gardening, such deviation from the general rules for the distribution of time, may be made by order of the Committee, as the nature of their several occupations shall require: provided no such Prisoner shall be kept at work for a longer time during the twenty-four hours than the other Prisoners. A value shall be put upon the labour of such Prisoners, as well as upon the services of the Wardsmen and Wardswomen, by the Committee, of which three-fourths shall be carried to the account of the Establishment, and one-fourth to that of the Prisoner.

Kitchen, not to be kept longer at Work than the other Prisoners.

10. The allotment of time on Sundays, shall be as follows:—At the first bell at seven o'clock, from Lady-day to Michaelmas, and at eight during the remainder of the year, the Prisoners shall rise, and the Warders shall see that they are respectively dressed, combed, and washed, and the Male Prisoners shaved, as in Rule 5. The second bell shall ring at eight o'clock, from Lady-day to Michaelmas, and at nine during the remainder of the year, by which time the Prisoners shall be locked into their cells, after which they shall have their breakfast. The third bell shall ring for conducting them to their seats in Chapel, at half-past ten in the morning, in the months of January, November, and December, and at twenty minutes before eleven, during the remainder of the year. The fourth bell shall be the warning bell for dinner; and during the months of January, November, and December, the fifth bell shall ring for dinner at a quarter-past one; the sixth bell for evening service in the Chapel, at a quarter-past two; but during the remaining months the bell for dinner shall ring at two, and that for evening Chapel at three. The Prisoners of one class only shall attend the Chapel at the same time; and the class which shall attend morning service on one Sunday, shall attend in the evening on the Sunday ensuing. From September the 25th to Lady-day, those who do not attend in the morning, shall take air and exercise in the courts, from eleven to half-past twelve, so as to return to their

Allotment of time on Sundays:

cells before Chapel shall be over; and those who shall not go to evening service, shall be in the courts from the commencement of that service, for one hour and a half after the others shall be in Chapel, and shall then be locked up in their cells for the night, as shall they who attend the evening service, on their return from Chapel. From Lady-day to the 25th of September, the class which does not attend Chapel, shall take air and exercise as mentioned above; but that which attends service in the morning shall be allowed to take air and exercise previous to such attendance, from half-past nine o'clock till they go into Chapel; and those who attend in the evening shall also take air and exercise in the courts a second time after Chapel; between the 25th of March and the 18th of April, and between the 25th of August and the 25th of September, they shall walk for this purpose from their coming out of Chapel, till the ringing of the seventh bell (a bell for locking up all the Prisoners) at six o'clock. During the period of Midsummer, viz. from the 18th of April to the 23d of August, the seventh bell shall not ring until seven o'clock, and the Prisoners who attend Chapel in the evening shall walk in the courts from half-past five, the time at which the Warders shall have finished their tea, until the seventh bell, after which they shall be locked up for the night.

Prisoners not of the Church of England Communion may apply for leave to be absent from Chapel.

11. Any Prisoner of a different communion from that of the Established Church, may apply to the Committee, or the Visitor of the Prison for the time being, for leave to absent himself or herself from Divine Service in the Chapel; but in case of obtaining the same, shall be locked up in a separate cell during such service.

The Prison Dress.

12. The Prison dress shall be made of cheap and coarse materials, with such marks and peculiarities as may tend to facilitate discovery in case of escape. The two classes of Prisoners shall also be distinguished by different clothing; in case of the death of any near relation, the Male Prisoners may be allowed by the Governor, to wear a

piece of crape round one arm; and the Females, by the Matron, a piece of crape or black ribband round their caps.

13. The Prisoners shall put on clean linen every Sunday, and shall be allowed clean round towels once a week, and clean sheets once in five weeks. Their hair shall be kept short, and they shall wash their feet when required; for which purpose, proper tubs and towels shall be provided.

Prisoners to be weekly supplied with clean Linen, and with clean Sheets once in five Weeks.

14. Every Prisoner shall be allowed daily, during his or her confinement, such allowances of food as are stated in the Dietary. Weights and measures shall be kept by the Steward, and by the several taskmasters and taskmistresses; and Prisoners may apply for the use thereof, in case they shall entertain any doubt respecting the weight or quantity of any provisions issued to them. On Christmas-day, and on His Majesty's birth-day, such of the Prisoners as shall not be excluded from such indulgence, by order of the Governor or Matron, or of the Chaplain, shall have pudding for dinner, with such other articles as the Committee shall direct.

To receive food daily, as in the Dietary.

15. Proper utensils and furniture shall be provided by order of the Committee, for the use of the Prisoners, which shall be considered as under the care of the Warders of the several wards of the prison, who shall report the state of the same from time to time, and any damage done thereto; and any Warder neglecting so to do, shall be made accountable for such damage.

To have proper Utensils and Furniture.

16. Every Prisoner shall become entitled, on his or her discharge, to a per-centage of twelve and a half per cent, or three half-pence in the shilling, on the value of the work done by him or her in the Prison; such per-centage having been appproved of and allowed by His Majesty's Principal Secretary of State for the Home Department. The value of the work done by the Prisoner shall be entered weekly, where the nature of the work will admit

When discharged, to be allowed per-centage on the Work done by them in the Prison.

of such entry, in the "Prisoners' Account Book," by the Warders, and the per-centage thereof monthly; but no per-centage shall be allowed to a Prisoner, for any work, which shall appear to the Committee or Visitor, on a report thereof by the Master Manufacturer or Matron, to have been negligently executed, or to be deficient in quantity at the end of any particular week, owing to the want of due exertion on the part of the Prisoner. The Prisoners shall be liable to make good any wilful injury or damage occasioned by negligence, to any article belonging to the prison, or any tools or materials with which they shall respectively have been intrusted, out of their per-centage: the sum to be charged against a Prisoner on any such account, will be estimated by the Governor; and a notice in writing of the amount thereof, as well as the grounds of such charge, will be furnished by his order to the Prisoner, who may appeal thereon to the Committee or Visitor. The sum due on such account, or for postage of letters, shall be entered by the Warders on the debit side of the Prisoners' Account Book, from time to time; the amount of what is due for such postages, being furnished by the Steward to the taskmasters and taskmistresses, for that purpose, weekly. The per-centage of a Prisoner may also be declared by the Committee to be forfeited (either in the whole or in part) by any attempt to escape, or other offence within the prison appearing to them to deserve such punishment. In the case of the Prisoner's death before being discharged, it belongs to the Establishment.

May apply for
indulgence to
work after the
Hours appointed
for labour.

17. Any Male Prisoner who may be willing to work after the hours appointed for labour, may apply for leave so to do to the Committee, through the Governor, and any Female Prisoner, through the Matron, who shall thereupon (if they shall think fit to grant the Prisoner's request) make an order in writing, stating the conditions on which such Prisoner shall be employed; but no such leave shall be granted to any Prisoner who shall not be industrious during the regular hours of labour, and generally well behaved.

18. No Prisoners shall, during the period of their confinement, be permitted to see their friends, unless by order in writing signed by the Governor and Chaplain, and (in case of a Female Prisoner) the Matron also. This indulgence shall be granted to those only whose conduct shall appear to be such as to entitle them to favour, and shall rarely be extended to Prisoners of the First Class. The interview between the Prisoners and their friends, can only take place in the presence of an officer of the Prison, and in the rooms appropriated for that purpose, unless by special direction from the Committee or Visitor; but any Prisoner in the Infirmary, who may be dangerously ill, or unable to leave his or her bed, may be visited by his or her friends, by an order in writing from the Governor and Chaplain; and any stranger applying to see a Prisoner on special grounds, may be admitted for that purpose, at the discretion of the Governor and Chaplain, although such visit be not desired by the Prisoner. All letters to or from a Prisoner, shall be inspected by the Governor and Chaplain, who shall forward or keep back the same, according to the nature of their contents; communicating to the Committee or to the Visitor, those which they or either of them shall think it necessary to retain. Letters to Prisoners shall be brought to the Governor, in the first instance, and be forwarded by him to the Chaplain for delivery; those from Prisoners shall pass through the Chaplain to the Governor. The postage of letters delivered to Prisoners shall be charged against their earnings, but the expense of such as may be withheld shall be borne by the Establishment. Letters shall only be written by the Prisoners in school time (unless by special permission of the Chaplain,) and the stationery for that purpose shall be distributed at the Chaplain's discretion. Any money or other articles sent to a Prisoner, may be received by the Governor as a deposit for the use of such Prisoner, to be delivered to him or her at his or her discharge; such deposit shall be mentioned by the Governor in his Journal, and shall be entered in the Prisoner's Property Book, with his or her signature.

Not to see their Friends unless by Order signed by the Governor and Chaplain.

Letters to be inspected by Governor and Chaplain.

Enumeration
of acts to be
deemed offen-
ces if committed
by prisoners.

How prisoners
to be punished
for offences in
prison, and by
what authority.

19. No Prisoner shall disobey the orders of the Governor or any other officer, or shall treat any of the officers or servants of the Prison, or any person who may visit the Prison or may be employed therein, with disrespect; or shall be idle or negligent in his or her work, or shall wilfully mismanage the same; or shall absent himself or herself from Divine Service in the chapel (unless with leave from the Committee or the Visitor of the Prison for the time being,) or shall behave irreverently therein; or shall be guilty of cursing and swearing, or any indecent or immoral expression or conduct, or of any assault, quarrel or abusive words; or shall game with, defraud or claim garnish or any other gratuity from a fellow-prisoner; or shall cause any annoyance or disturbance by making a loud noise or otherwise, or shall sing or whistle; or shall endeavour to converse, or hold intercourse, with a Prisoner in a different cell, or of a different ward; or shall pass, or attempt to pass, or look over, the bounds of the ward to which such Prisoner may belong; or shall attempt to climb up into any cell or passage window; or shall disfigure the walls by writing upon them or otherwise; or shall deface, secrete, destroy, or pull down, the printed abstracts of Rules, or any other paper hung up by order of the Committee in any part of the Prison; or shall wilfully injure any bedding or other article provided for the use of the Prisoners, or shall commit any nuisance. Every Prisoner offending against any of these orders, or who shall refuse or neglect to conform to the rules and regulations of the Prison, shall be punished at the discretion of the Governor, by being closely confined in a dark or any other cell, or by being fed on bread and water only, or by both such punishments, according to the degree and circumstances of the offence, for any term not exceeding fourteen days; but such punishment shall not be continued for a longer period than three days, unless the approbation, in writing, of the Visitor shall be obtained during that period. But if any prisoner shall be guilty of any offence which the Governor is not authorised to punish, or for which the punishment which he is empowered to inflict, shall be deemed by him

to be insufficient, by reason of the enormity of the offence, or the repetition thereof, he may confine the offender, either in a dark or other cell, till the next meeting of the Committee, and report the offence, with the time and circumstances thereof, to the Committee, and the Committee may order the offender to be punished by close confinement in a dark cell, with bread and water only for sustenance, for any term not exceeding one month; or by removing such offender, if ranked in the Second Class into the First, or by both such punishments, as they shall think fit; and in case it shall appear to the Committee, that the punishment which has been inflicted by the Governor, is insufficient, the Committee may extend such punishment for any term not exceeding one month, and may further order the removal of the offender into the First Class, in the same manner as if such offender had been originally reported to them for punishment. The Committee or Visitor may also direct, by an order in writing, that any Prisoner whom it may be expedient, either by way of punishment for an offence committed, or on some other account, to keep separate from the rest, shall take air and exercise at a different time from the other Prisoners. Any Prisoner who shall break Prison, or escape, may be punished by an addition, not exceeding three years, to the term for which he or she was confined; and in case of a second conviction for the same offence, will be guilty of felony without benefit of clergy; and any Prisoner who shall attempt to break prison or escape, or shall forcibly break out of his or her cell, or shall make any breach therein, with intent to escape therefrom, may be punished by an addition of six calendar months to his or her term of imprisonment, under the Act of the 59th Geo. III.

20. In order that the Committee may have an opportunity of judging of the benefit derived by the Prisoners, from their attendance on the schools, and the pains bestowed on them by the Chaplain, all the Prisoners shall be examined once in every quarter, as to their knowledge of their religious and moral duties, and their proficiency in

Examination
in Schools
quarterly.

reading and writing, by the Chaplain, in the presence of such of the members of the Committee as may be able to attend on such occasions.

Meritorious Prisoners of the Second Class may be recommended to the Secretary of State as objects of the Royal mercy.

21. The Committee may report any extraordinary merit or diligence in any Prisoner, who shall be ranked in the Second Class, to the Secretary of State for the Home Department, in order that he may recommend such Prisoner as an object of the Royal mercy, on such conditions as to him shall seem meet.

Time and Mode of Discharge.

22. No Prisoner shall be discharged but in the forenoon, nor shall any Prisoner who shall labour under any acute or dangerous distemper, at the end or other determination of his or her imprisonment, be dismissed, until he or she can be safely discharged, unless at his or her own request. All Prisoners discharged shall be searched, before they put off their prison dress, for their own protection against any subsequent accusation of taking out letters or any other articles from the prison.

To be allowed a Gratuity of Clothes, Money, &c. at the discretion of the Committee.

23. Every Prisoner, when finally discharged, shall receive such decent clothing as the Committee shall direct, and such sums of money in addition to the per-centage to which he or she shall be entitled, or tools, as the Committee may think proper; provided the value of such money and tools does not exceed three pounds; and if such Prisoner shall, on the expiration of one year after his or her discharge, produce such evidence of his or her good conduct, during that time, as shall be satisfactory to the Committee, he or she shall receive such further sum of money, not exceeding three pounds, as the Committee may think fit to grant.

Rules more especially affecting the Prisoners, to be hung up in the Prison.

24. The Rules more especially respecting the Prisoners, together with the Dietary, shall be printed, and hung up in such places in the Prison, as may best afford to the Prisoners an opportunity of reading them; and if a Prisoner has reason to think that any such rule is not properly ob-

served on the part of the officers of the Prison, or has any grievance to state, he or she may complain to the taskmaster or taskmistress, who shall either redress the same, if within his or her power, or shall communicate it to the Governor or Matron; or a Prisoner may address himself or herself to the Governor, Chaplain, or Matron, or to the Visitor, or to any member of the Committee going round the Prison; but no Prisoner must, on any account, take upon himself or herself to disobey the directions of any of the officers set over them.

WITH Reference to the FIFTH RULE, the RINGING of the First and Second Bells, from Michaelmas to Lady-day, shall be regulated until further orders, as follows :

	First Bell.	Second Bell.
From 30th September to 10th October	$\frac{1}{4}$ before 6	$\frac{1}{4}$ after 6
— 11th October to 20th —	at 6	$\frac{1}{2}$ after 6
— 21st — to 31st —	$\frac{1}{4}$ after 6	$\frac{1}{4}$ before 7
— 1st November to 10th November ...	$\frac{1}{2}$ after 6	at..... 7
— 11th — to 20th —	$\frac{1}{4}$ before 7	$\frac{1}{4}$ after 7
— 21st — to 30th —	at 7	$\frac{1}{2}$ after 7
— 1st December to 15th December ...	$\frac{1}{4}$ after 7	$\frac{1}{4}$ before 8
— 16th — to 31st —	$\frac{1}{2}$ after 7	at..... 8
— 1st January to 10th January.....	$\frac{1}{4}$ after 7	$\frac{1}{4}$ before 8
— 11th — to 20th —	at 7	$\frac{1}{2}$ after 7
— 21st — to 31st —	$\frac{1}{4}$ before 7	$\frac{1}{4}$ after 7
— 1st February to 13th February...	$\frac{1}{2}$ after 6	at..... 7
— 14th — to 25th —	$\frac{1}{4}$ after 6	$\frac{1}{4}$ before 7
— 26th — to 10th March.....	at 6	$\frac{1}{2}$ after 6
— 11th March to 24th —	$\frac{1}{4}$ before 6	$\frac{1}{4}$ after 6

Directions given by the Committee under Rule Five, title
 “Prisoners,” respecting the employment of the Male
 Prisoners at the Mills and Water-machines, and for their
 walking in the Court-yards.

From 25th March to 25th September.

[illegible]

From 25th September to 25th March.

First Bell.	Second Bell.	Ward.	Go to the Machine at	Leave off at	Walk in their own Court Yards.	Return to their Cells.
Before Breakfast :						
From 25th September to 10th October, and from 11th March to 24th March ;						
$\frac{1}{4}$ before 6	$\frac{1}{4}$ past 6	D	$\frac{1}{4}$ past 6	$\frac{1}{4}$ before 7	$\frac{1}{4}$ of an hour	7.
		E	$\frac{1}{4}$ before 7	$\frac{1}{4}$ past 7	$\frac{1}{4}$ —	$\frac{1}{2}$ past 7.
		B	$\frac{1}{4}$ past 7	$\frac{1}{4}$ before 8	$\frac{1}{4}$ —	8.
From 11th October to 20th October, and from 26th February to 10th March, the Prisoners work 20 minutes only, and walk 10 minutes ;						
6	$\frac{1}{2}$ past 6	D	$\frac{1}{2}$ past 6	10 min. before 7	10 minutes	7.
		E	10 min. before 7	10 min. past 7	10 —	20 min. past 7
		B	10 min. past 7	30 min. past 7	10 —	20 min. before 8
From 21st October to 31st October, and from 14th February to 25th February ;						
$\frac{1}{4}$ after 6	$\frac{1}{4}$ before 7	D	$\frac{1}{4}$ before 7	5 min. past 7	10 minutes	$\frac{1}{4}$ past 7
		E	5 min. past 7	25 min. past 7	10 —	25 min. before 8
		B	25 min. past 7	15 min. before 8	10 —	5 min. before 8
From 1st November to 10th November, and from 1st February to 13th February, two wards only work, viz. D and E ; then E. and B ; then B and D ; then D and E ; and so on.						
$\frac{1}{2}$ past 6	7	D	7	20 min. past 7	10 minutes	30 min. past 7
		E	20 min. past 7	20 min. before 8	10 —	10 min. before 8
From 11th November to 20th November, and from 21st January to 31st January, one ward only works, and in rotation.						
$\frac{1}{4}$ before 7	$\frac{1}{4}$ past 7	D	$\frac{1}{4}$ past 7	25 min. before 8	10 minutes	15 min. before 8
From 20th November to 30th November, and 11th January to 20th January ;						
7	$\frac{1}{2}$ past 7	D	$\frac{1}{2}$ past 7	10 min. before 8	10 minutes	8.
From 1st December to 10th January no exercise at the machine or mill before breakfast.						

From 25th September to 20th November, and from 20th January,
to 25th March.

First Bell.	Second Bell.	Ward.	Go to the Machine at	Leave off at	Walk in their own Court Yards.	Return to their Cells.
			Between breakfast and dinner the arrangements for the water machine or mill, shall be the same as during the summer.			
			Prisoners dine at one ; Warders at half-past one.			
		D	$\frac{1}{2}$ past 2	3	$\frac{1}{4}$ of an hour	$\frac{1}{4}$ past 3
		E	3	$\frac{1}{2}$ past 3	$\frac{1}{4}$ —	$\frac{1}{4}$ before 4
		B	$\frac{1}{2}$ past 3	4	$\frac{1}{4}$ —	$\frac{1}{4}$ past 4
			From 21st November to 19th January.			
		D	30 min. past 2	10 min. before 3	$\frac{1}{4}$ of an hour	5 min. after 3
		E	10 min. before 3	10 min. after 3	$\frac{1}{4}$ —	25 min. after 3
		B	10 min. after 3	30 min. after 3	$\frac{1}{4}$ —	45 min. after 3
			The Prisoners of the Second Class will walk in their court yards, between 25th September and 25th October, from 4 o'clock till 5 ; between 25th October and 20th November, from 4 o'clock till the last bell ; between the 20th November and 20th January, their evening walks shall be discontinued. Between the 20th January and 20th February, they will walk from 4 till the last Bell ; and between the 20th February and Lady-day, from 4 till 5 o'clock.			

In case however there shall at any time be a want of Flour for the use of the Prisoners, or a want of water in any part of the building, after the Prisoners shall have done their ordinary day's work, the Governor may order any of the Wards to take an additional turn at the Mill or Machine, at any time before the Prisoners are locked up for the night ; or in case any ward should be so reduced in numbers, as to be too weak to work the Water Machine or Mill, without assistance, he may order any of the Prisoners belonging to another ward to assist such ward, besides working with their own ward ; provided no prisoner be set to work at the Water Machine or Mill, for a longer period in the day, than that mentioned in the Rule under which these arrangements are made. All Orders directing such deviations from the ordinary practice, as are mentioned above, must be given to the Taskmasters in writing.

THE DIETARY FOR THE PRISONERS.

MALES.

For Breakfast : { A quarter of a pint of milk mixed with half a pint of water, and boiled with half an ounce of flour ; with half a pound of bread.

For Dinner ...	{	Six ounces of clods, stickings, or other coarse pieces of beef (without bone, and after boiling) with half a pint of the broth made therefrom ; one pound of boiled potatoes and half a pound of bread.....	}	Sundays, Tuesdays, and Thursdays.
	{	One quart of broth (being the liquor in which the meat was boiled the preceding day) thickened with Scotch barley, rice, potatoes, or peas, with the addition of cabbages, turnips, or other cheap vegetables, one pound of boiled potatoes, and half a pound of bread.....	}	Mondays, Wednesdays, and Fridays.
	{	Two ounces of cheese with one pound of bread, with onion.....	}	Saturdays.

For Supper ... The same as at Breakfast.

FEMALES.

For Breakfast : { A quarter of a pint of milk mixed with half a pint of water, and boiled with half an ounce of flour ; with six ounces of bread.

For Dinner ...	{	Six ounces of clods, stickings, or other coarse pieces of beef (without bone, and after boiling) with half a pint of the broth made therefrom ; one pound of boiled potatoes and six ounces of bread.....	}	Sundays, Tuesdays, and Thursdays.
	{	One quart of broth (being the liquor in which the meat was boiled the preceding day) thickened with Scotch barley, rice, or potatoes, or peas, with the addition of cabbages, turnips, or other cheap vegetables, one pound of boiled potatoes, and six ounces of bread	}	Mondays, Wednesdays, and Fridays,
	{	Two ounces of cheese and twelve ounces of bread, with onion	}	Saturdays.

For Supper ... The same as at Breakfast.

Salt and Pepper, as the Committee shall from time to time direct.

Prisoners confined to bread and water diet for punishment, shall be allowed such quantity of bread as the Surgeon may think necessary.

Prisoners employed in works of extraordinary labour, or under circumstances which may render it necessary, may be allowed an addition to the quantity of their provisions, by the directions of the Committee.

N.B. The Committee have found it expedient on medical advice to add half a pound of bread to the breakfast of such of the male prisoners as are employed in weaving sail-cloth, which was accordingly done by an order dated the 8th of July, 1825.

GENERAL MANAGEMENT OF THE PRISON.

Prisoners not to be allowed other Provisions or Liquors than those mentioned in the Dietary.

1. No officer or servant of the prison shall supply any prisoner with other provisions or liquors than those mentioned in the Dietary, or ordered in the Infirmarys by the Medical Officers ; or with any money or tobacco, or with any other article, of any description, than such as shall be regularly transmitted through the Taskmasters or Taskmistresses of the several Pentagons, or Warders or Nurses in the Infirmarys, according to the Regulations of the prison ; or shall convey any letter or parcel to or from any prisoner, other than such as shall be so transmitted.

No Officer or Servant to sleep out of the prison without leave of the Committee or Visitor.

2. No officer or servant of the prison shall sleep out of the same, without leave from the Committee or Visitor, unless in case of some unforeseen or unavoidable necessity ; the circumstances of which shall be inserted in the Governor's Journal, or in the case of the Chaplain in the Chaplain's Journal.

All Officers to attend Divine Service in the Chapel.

3. All officers resident within the prison are expected to attend divine service regularly in the chapel. In case of the Surgeon's absence, he is expected to enter the same, with the cause thereof, in his Journal. The absence of the Master Manufacturer or Steward, with the reasons of such absence, shall be inserted in the Governor's Journal. Officers having occasion by those Rules to give notice of their intention to be absent, must ascertain that such notice has been duly received, before they leave the prison. In case there shall not be any Member of the Committee present at the commencement of divine service in the chapel, the Governor or Chaplain may give directions for the admission of any of his friends, or others, at his discretion, into the Committee pew.

No officer or servant to have

4. No officer or servant of the Establishment shall have any interest or concern, either directly or indirectly, in

any contract for supplying the prisoners with provisions, &c. nor have any dealings with the persons who may furnish such supplies, or who may be appointed tradesmen by the Committee; nor shall they receive, directly or indirectly, under any pretence whatsoever, any gratuity or present, either pecuniary, or of any nature or kind, or to any amount whatsoever, from any person or persons with whom the Committee have entered into any contract, or from whom they may have received any tender to supply the Establishment with any articles used or consumed therein.

an interest in
any contract, or
to deal with a
Contractor.

5. No officer or servant of the prison shall strike a prisoner, except in cases of self-defence: no inferior officer or servant of the prison shall converse familiarly with a prisoner, or hold any communication whatever with prisoners respecting the offences for which they are respectively confined, or their former course of life, or their friends or connections, or future prospects, or on any of their private concerns; and all persons employed in any capacity within the prison, or residing within the same, shall be expected to pay strict obedience to the Rules and Regulations, and to set a good example to the prisoners, by abstaining from swearing or improper language. The inferior officers shall always treat their superiors with respect; and shall not be considered as exclusively connected with that part of the prison to which they more particularly belong, but shall be liable to be employed in any other part, at the discretion of the Governor, and shall attend generally to the care and custody of all the prisoners. No inferior officer or servant shall be employed in any other business than that which concerns the prison; nor shall they execute any kind of work on the private account of officers or others, either gratuitously or for payment.

Demeanour of
officers.

6. No inferior officer or servant of the prison shall be absent without the permission of the Governor, which permission shall not be granted to any of those employed in the Female department, except on the application of the

Inferior Officers
or Servants not
to be absent
without leave of
the Governor.

Matron. Any Male inferior officer who shall be prevented by illness from doing his duty, must be removed from the Penitentiary as soon as arrangements can be conveniently made for that purpose, his bed being wanted for the person who is to supply his place ; but any Female officer may, in such case, be removed to the Infirmary, by the order of the Matron and Surgeon.

No Poultry,
&c. to be kept
in the Prison.

7. No poultry, pigeons, rabbits or pigs, shall be kept within the boundary wall of the prison, without the express permission of the Committee, nor any domestic animals in those parts of the prison occupied by the prisoners, without a similar permission.

Persons resi-
ding within
the prison
carrying letters
to prisoners, to
be prosecuted.

8. Any person residing within the walls of the prison, not being an officer or servant of the Establishment, who shall, on any pretence whatsoever, convey any letter or parcel to or from any of the prisoners, or shall attempt to hold communication with any prisoner, will be ordered to quit the prison without delay, and will also be liable to be prosecuted.

Any officer's
servant guilty
of misbehaviour
to be re-
ported to the
Governor.

9. If the servant of any superior officer shall be guilty of any misbehaviour, it shall be immediately reported to the Governor, who shall give information to the Visitor of the same ; and the Visitor shall, if he see occasion, direct such servant to be immediately dismissed, and ordered out of the prison. All servants who shall enter into the service of any officer of the prison, shall be hired, subject to such immediate discharge.

Officers or ser-
vants suspend-
ed not to re-
ceive pay for
the time of
their suspen-
sion unless
afterwards dis-
missed. Not to
leave their ser-
vice without
giving a month's
notice.

10. Inferior officers or servants who may be suspended from their duty, and afterwards restored to their situation by the Committee, shall not receive any pay during the time for which they shall have been suspended, unless a particular direction shall be given for that purpose ; but if dismissed after such suspension, they shall be paid to the time of their discharge. Any inferior officer or servant leaving his or her situation without a month's previous

notice in writing, or who shall so misconduct himself or herself as to occasion his or her immediate suspension, and subsequent dismissal by the Committee, shall forfeit a sum not exceeding three month's salary, and per centage at the pleasure of the Committee.

11. When any officer or servant is taken upon trial, the Governor shall report at the end of one month, or as soon after as the Committee shall meet, whether he or she is fit for his or her situation, in order that he or she may be confirmed therein, or discharged; and in case the Governor shall require a further trial of the party previous to his making such report, he shall state that circumstance to the Committee, that an order may be made for continuing such officer or servant upon trial for a longer time: and every officer or servant shall be liable until confirmed, to be dismissed at any time by the Governor, being paid up to the time of such dismissal only.

Inferior officers or servants taken on trial to be reported by the Governor at the end of a month as to their fitness for the situation; and until confirmed by the Committee may be dismissed by the Governor.

12. No inferior officers concerned in the management of the prison, shall employ any prisoner to assist them in any writing or accounts connected with the prisoners, except under the special authority of the Committee.

Prisoners not to be employed by the Officers as writers or accountants, without special leave of the Committee.

13. If there shall be occasion at any time to admit persons into that part of the prison occupied by prisoners, to give them instruction in trade, or for any other purpose connected with the manufactures carried on within the prison, application shall be made to the Committee or Visitor, who may make such order in writing upon that head as may seem expedient.

Employment of Workmen in the prison, and admission of persons on account of the Manufactory.

14. No stranger, except the Judges of the Court of King's Bench, the Common Pleas, and the Exchequer, and such persons as may come with them, shall be admitted to see any part of the prison in the occupation of the prisoners, unless by order from His Majesty's Principal Secretary of State for the Home Department, or unless accompanied by a Member of the Committee; but no stranger shall be admitted to see any part of the prison

Strangers not permitted to see the prison, unless by order of the Secretary of State, or accompanied by one of the Committee.

allotted to Females, unless accompanied by the Matron, the Deputy Matron, or one of the Taskmistresses. Persons admitted to see the prison will be expected to give their names and address, to be inserted in a book to be kept for that purpose by the Governor; and they are desired to abstain from any conversation, in the hearing of the prisoners, respecting the crimes for which they were respectively sent to the Penitentiary. A person desirous of seeing or conversing with a particular prisoner, and entering in a book kept for that purpose his or her name, situation in life, and ordinary place of residence, and business with such prisoner, or reasons for desiring such conference, may be admitted at the discretion of the Chaplain, and with the consent of the Governor, or by order of the Governor only, in the absence of the Chaplain, to see and converse with the prisoner. No person shall be admitted to expose articles for sale in the prison, or to bring in articles which have not been ordered for the use of some person residing therein.

Hour at which
Persons are
expected to be
within the
Gates.

15. All strangers visiting any of the superior officers shall quit the prison on or before ten o'clock at night; and no stranger shall be admitted after that hour. All officers, or other persons residing in the prison, are expected to be generally within the walls by that time. Strangers visiting any of the Warders shall only be allowed access to them in their Mess-rooms, at the central Towers, after the hours of locking up. But any person having occasion to leave any letter or parcel for them at the inner gate, may come through the outer gate for that purpose.

Fees forbidden.

16. No Fee or Gratuity shall be received by any individual belonging to the prison, from any person whatsoever; nor shall any such individual have pecuniary dealings or transactions with the prisoners, or employ them or any of them on his or her private account, except in such work as may be regularly issued, according to the Rules, and for the benefit of the Establishment.

The RATIONS for the INFERIOR OFFICERS and
SERVANTS.

DAILY,—1 lb. of Bread, made of such Meal as the Committee shall direct.

$\frac{3}{4}$ lb. of Beef or Mutton, exclusive of bone, dressed, or 1 lb. with bone, undressed, at the option of the Committee.

1 lb. of sound Potatoes, or an equivalent in other Vegetables or Rice.

Salt and Pepper, as the Committee shall direct.

The RATIONS of COALS, CANDLES, OILS, BAVINS, &c. for the use of the prison, shall be distributed by the Steward, as the Committee shall from time to time direct; but no part of any such articles as may be unconsumed shall be considered as the perquisites of any Officer or Servant, to be carried out of the prison on any pretence whatever; nor shall any part of the provisions issued for their use be carried out.

MEMORANDUM :

All the Officers and Servants of the Establishment must be members of the Church of England.

Governor, Chaplain, Surgeon, and Schoolmaster, must be married men when appointed.

Secretary and Accountant is not to reside in the Prison.

Matron shall not be a married woman.

Porter of Outer Lodge must be a married man when appointed.

Porter of Gate of the part of the prison occupied by Females must be a married man.

N. B.—Furniture to be provided for the principal Officers, as the Committee shall direct.

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*At a Meeting of the Committee, held the 23d
August, 1825,*

The following additions were made to the foregoing
Rules—

At what time
the superior
officers to be
within the
gates.

1. The names of the superior officers, and of the members and inmates of their families, shall not be entered in the Porters' Books and reported to the Governor under the 7th and 23d Rules, title "Porters," unless they shall come in after eleven o'clock at night, by which time they are expected generally to be within the walls of the Prison.

At what hour
persons visiting
superior officers
to leave the
prison.

2. Strangers visiting any of the superior officers, may remain one hour later than others within the Prison, and their names shall not be entered and reported as above, unless they shall pass out of the gates after eleven o'clock.

How late
patroles reliev-
ing porters to
remain at the
gates.

3. The Patroles, who shall relieve the Porters, under the 12th and 28th Rules, title "Porters," shall continue to execute the Porters' duties till eleven o'clock at night, instead of ten, as mentioned in their Rules.

*At a Meeting of the Committee held on the 23rd
of June, 1827,*

The following alterations and additions were made in the foregoing Rules in consequence of the passing of the 7th & 8th Geo. IV. cap. 33.

The day of the Special Meeting to prepare the Report for the King in Council, and the two Houses of Parliament, shall be the last Saturday in the month of February in every year, instead of the day mentioned in rule 12, title Committee. Meeting of Committee for Annual Report.

The Governor shall make Returns to the Court of King's Bench of the particulars required by the 7th & 8th Geo. IV. cap 33. instead of the Returns required by rule 12, title Governor. Returns to the Court of King's Bench.

So much of the foregoing rules and regulations as directs that the Governor and Master Manufacturer shall never be absent from the prison at the same time, is hereby repealed, and the following direction shall be observed for the government of the prison until further order. Former Rule for Governor and Master Manufacturer not being absent at the same time repealed.

Whenever the Governor shall absent himself from the prison he shall give the charge of it to the Master Manufacturer if present, who shall be competent, as Deputy Governor, to exercise all the powers given in the preceding rules to the Governor, and whenever the Governor and Master Manufacturer shall both be absent, the Prison shall be given in charge to the Governor's Clerk, who shall be competent, as "acting Governor," during the temporary absence of the two aforesaid Officers, to receive Convicts brought into the Prison, and to give such orders In Governor's absence or sickness Master Manufacturer to take charge as "Deputy Governor," and in absence or sickness of both, the Governor's Clerk to take charge as "acting Governor."

and directions as may be required for the preservation of good order in the Prison. The above Rule shall also apply to the case of such illness on the part of the Governor or Master Manufacturer, as shall prevent him from retaining the charge of the Prison.

Prisoners afflicted with disorders requiring change of air to be reported by Medical officers for Committee considering of application to Secretary of State for removal.

If any Prisoner shall be afflicted with any disorder, which would be likely to be materially benefited by the removal of such Prisoner to any of the Vessels, in which Prisoners are confined, under the 5th Geo. IV. cap. 84. the Medical Superintendent and Surgeon shall make a Report in writing to the Committee, of the state of health of such Prisoner, in order that the Committee may consider of the propriety of applying to the Secretary of State to order such Prisoner to be so removed under the 7th and 8th Geo. IV. cap. 33. sec. 5.

Title PRISONERS.

Offences for which corporal punishment may be inflicted

The following offences committed by Male Prisoners will render them liable to be publicly or privately whipped by order of any Magistrate for the county of Middlesex, as deserving of corporal punishment under the 7th & 8th of Geo. IV. cap. 33.

Mutiny.

1. Mutiny or open incitement to mutiny in the Prison.

Personal violence to Committee, Officers, or fellow Prisoners.

2. Personal violence to any Member of the Committee, Officer or Servant of the Prison, or to a fellow Prisoner, or threats of such violence, or grossly offensive or abusive language to any Member of the Committee, or to any such Officer or servant; or sharpening their knives in such manner as to make them weapons of offence, or having such knives found on them out of their cells.

Making a noise in a refractory or dark cell.

3. The offence of making a noise when confined in a refractory or dark cell, tending to create annoyance or disturbance in the prison.

4. The offence of Prisoners fastening themselves up in their cells, or of wilfully or wantonly breaking the Prison windows, or destroying the property of the Public in the cells.

Fastening cell doors or destroying property in cells.

Prisoners on whom corporal punishment shall be inflicted under the above regulation, cannot be punished by confinement on bread and water in a dark cell, but they may, and probably will, be reduced to the first class.

Prisoners corporally punished, not to be put on bread and water in a dark cell, but may be reduced to first class.

Prisoners assaulting the Governor, or any Officer or Servant employed in the Prison, may be prosecuted for such offence, under the 7th & 8th Geo. IV. cap. 33. and upon conviction, will be liable to be confined in the Penitentiary for any term not exceeding two years, in addition to the term for which they were before in confinement, and any Male Prisoner found guilty of such offence, may also be publicly or privately whipped, if the Court shall so think fit.

Prisoners prosecuted for assaults on Governor, &c. may be sentenced to confinement in the Penitentiary.

Prisoners who have been confined in a dark cell for offences in the Prison, and who shall appear to the Committee to be incorrigible by the discipline of the prison, may, on application by the Committee to the Secretary of State, (under the 7th and 8th Geo. IV. cap. 33.) be removed to the Hulks or Transported, at any time within the first half of the period for which they were sent to the Penitentiary, and in that case they will have to serve out the whole of the time for which they were originally sentenced.

Incorrigible Prisoners to be removed to the Hulks, or transported for the whole of the time for which they were originally sentenced.

4. The offence of Prisoners threatening themselves up in their cells, or of wilfully or wantonly breaking the Prison windows, or destroying the property of the Public in the cells.

Prisoners on whom corporal punishment shall be inflicted under the above regulation, cannot be punished by confinement on bread and water in a dark cell, but they may, and probably will, be reduced to the first class.

Prisoners receiving the Government, or any Officer or Servant employed in the Prison, may be prosecuted for such offence, under the 7th & 8th Geo. IV. cap. 32. and upon conviction, will be liable to be confined in the Penitentiary for any term not exceeding two years, in addition to the term for which they were before in confinement; and any Male Prisoner found guilty of such offence, may also be publicly or privately whipped, if the Court shall so think fit.

Prisoners who have been confined in a dark cell for Investigative offences in the Prison, and who shall appear to the Committee to be incorrigible, may, on application by the Secretary of the State, (under the 7th and 8th Geo. IV. cap. 32.) be removed to the House of Correction, and there remain for the first half of the period for which they were sent to the Penitentiary, and in that case they will have to serve out the whole of the time for which they were originally sentenced.



Rules and Regulations of the General Penitentiary, Millbank July, 1825

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